

Jefferson Township Public Library
 May 7, 2018
Meeting of: April, 17, 2018

Announcement of Sunshine Compliance: This regular meeting for Tuesday, April 17, 2018 commencing at 4:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Anne Augustyn, Frank Bagnati, Bill Craig Sr., Margaret Holbrook, Rose Lange, Jeanne Howe-Attending as substitute for Dr. Patrick Tierney-Excused, Michael Stewart, Lary Wasserman, Christine Williams-Excused, Seth Stephens-Library Director.

Roll Call of Trustees:

	Yes	Absent
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Dr. Patrick Tierney/Jeanne Howe</i>		<i>x Jeanne Howe (Sub)</i>
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>		<i>x</i>
<i>Lxary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Approval of Agenda: Motion to approve was made by Bill with 2nd by Peg and approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>			<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting		

Approval of Minutes from Last Meeting: Motion to approve was made by Peg with 2nd by Rose and approved as corrected follows: Also, please note below a correction/clarification from

our Library Attorney that was received after meeting concerning the wording I used to reflect a recap of the attorneys comments on the Trustees Salary/Incentives plan administration. The original statement on the minutes is “Basically, Municipal Ordinance Sec 82.6 Jefferson Twp. Municipal Code gives Trustees guidelines and input for administering plans for items like special incentive awards/programs etc.” Should be replaced with “These items fall under the Trustees authority to hire personnel and fix compensation under Municipal Ordinance Sec 8.2 Jefferson Twp. Municipal Code “

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>			<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting		

Treasurer’s Report: Read by Frank. Motion to approve the report made by Bill with 2nd by Christine and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 3/30/18

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 444,790.76
Checking Account (553006674)	\$ 1000.00
Petty Cash (553006666)	\$ 144.55
Total Cash	\$ 444,965.31

Bills to be approved for payment: Questions raised by Mike on item listed as Michelle Magnotta explained this is a charge for Library Program Art Project for Adults. Motion to approve bills for payment made by Christine with 2nd by Peg approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		

Christine Williams

x

Seth Stephens-Library Director non- voting

Public Portion & Guests: Jay Dunham, Bob Birmingham, Sandy Cale, Nancy Chamberlain

Correspondence: NA

Reports of director, officers, and standing committees: Seth sends a Director's report to the Mayor, Council and Trustees, Library Staff, etc. each month but highlighted he and Michael will meet with Council on May2 to review the Library Budget for 2018. Seth also noted that the current road sign/billboard needs repair/replacement and some discussion is needed to include this in our future plans. Seth also reviewed Trustee term of office data and advised that all must submit the annual disclosure forms ASAP. Also, the Library will need to be closed one day to allow for cleaning e.g. carpets etc.

Lary asked for correction noted on his request that the directors report reflect a (1) one year month by month comparison of activity for historical purposes and to better determine impact or changes in activity year over year.

Michael asked about the Portico renovation project and Jason's proposal/drawings. Seth has the drawings and reviewed them with the Trustees. Seth stated that the Township had no problems with them and they are being reviewed by another engineering firm before issuing an RFP for actual bids and awarding the project

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

NA

New Business:

Salary/Incentives: (Corrected recap reflecting note above under corrections to last month's meeting minutes/notes.) Kathy Biehl, Library Attorney was asked to provide some guidance to the Trustees regarding the administration and flexibility in developing the Salary Plan to consider additional items such as incentives, bonus payments etc. Kathy reviewed the process and answered several questions raised by the Trustees. "These items fall under the Trustees authority to hire personnel and fix compensation under Municipal Ordinance Sec 8.2 Jefferson Twp. Municipal Code".

It was agreed that items should consider measurable goals, equity of awards, impact on future applications etc.

Financial Disclosures: Seth gave all Trustees information on how to complete the annual

disclosure forms.

Scholarship Applications: Seth distributed all applications and after some discussion it was agreed that next month's Trustee Meeting would be moved to Tuesday May 8 at 3:30 to finalize scholarships in time to meet the schools request to meet their deadline for awards night and conduct business regular business.

Closed Session:
NA

Announcements: NA

Next Meeting: May 8, 2018 3:30 PM.

Adjournment: At 5:08 PM a motion to close the meeting was made by Rose with 2nd by Frank and approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>			<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting		

Respectfully Submitted: Bill Craig Sr.

