

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: May 15, 2011

Meeting of: April 19, 2011

Announcement of Sunshine Compliance: This regular meeting for Tuesday, April 19, 2011 commencing at 4:00 P.M has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange, Christine Williams, Kathy Fuchs, Bill Craig-Excused, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Margaret Holbrook, Sandy Cale, Seth Stephens. Margaret Holbrook. Thanks to Anne Augustyn for taking the minutes of this meeting in my absence.

Guests: Jay Dunham & Bob Birmingham Council Members. Kathy Biehl, Attorney; Jason Nicholas, Architect, Nancy Chamberlain.

Approval of Agenda: Motion to approve agenda made by Christine, 2nd by Rose. Approved by all.

Approval of Minutes of Previous Meeting: Motion to approve minutes of the last meeting, made by Christine with 2nd by Rose. Approved by all.

Treasurer's Report: Given by Rose. Motion to approve made by Christine; 2nd by Frank and approved by all.

Jefferson Township Public Library Balance Sheet as of 3/31/2011.

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		828,390.01
Checking Account 553006674		1,000.00
Petty Cash 553006666		32.06
Other		<u>0.00</u>
Total Cash	\$	829,452.07

Bills to be approved for payment: Approved by all,

Public Portion NA

Correspondence: NA

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth advised Trustees of approval of State Library to transfer funds. He noted that for next year we need to

have a strategic plan in place which should involve input obtained from a focus group of no-users. Seth also noted he received recommendations from the State Library on the bidding process but does not agree with the recommendation. Regarding the Solar Panels Seth noted - difficulty in gaining access to remove them; shutting off electrical conduits; disposal of glass and finding contractors to bid and complete the removal. Also, the plans for a generator are still underway consideration being given to a propane generator rather than diesel fuel. Seth also expressed a need to develop a salary guide or range for all Library positions. All issues noted and discussed resulting in a request that Seth involve the Twp/Dpw etc as well as the Finance Committee regarding the Salary guide/range after benchmark research is complete. Jay suggested pursuit of an energy audit. Bob spoke of obtaining money for a shredding program from a grant. Frank asked about the status of outside lighting?

Personnel: NA

Finance: NA.

Bylaws: NA

Building: .

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

Old Business:

-Transfer of Funds: As noted above Seth reported transfer was approved by State Library. A question was raised about the weight of the administrative code vs. the law in transfers. May need attorney advice on this issue.

-Scholarship Applications- Fourteen acceptable applications received. Seth will assemble all and get them to the Trustees for review and final discussion and selection of winners at next Trustee Meeting

New Business

-Reappointment of Kathy Biehl, Attorney- Seth explained the need for and use of an attorney for legal expertise in a number of areas e.g. retirement, personnel, contractual issues etc not litigation. Motion to approve reappointment made by Rose with 2nd by Christine and approved by all.

-Architectural Drawings for Entry/Porch-Architect Jason Nicholas explained two options. 1- keeps with contemporary character covers stairs, helps drainage. 2-More formal with skylight. Questions raised on continuing around building corner to handicapped entrance. Seth expressed his approval of the submission and concepts presented.

-Committee Assignments- Pearlann has the list of committees. Michael asked that Trustees advise her of the committee they would like to serve on; Personnel, Finance, Building & Grounds, By-Laws, Policy Review. Committee made up of three (3) members plus the President.

-Policy Review- Michael expressed the need to review all policies once committees are in place.

Closed Session: NA

Announcements: NA

Next Meeting: May 17, 2011 4PM.

Adjournment: At 5:30 PM motion to close meeting made by Peg 2nd by Frank. Approved by all.

Respectfully Submitted: Bill Craig