

Jefferson Township Public Library  
 Prepared: May 15, 2016  
**Meeting of:** April 19, 2016

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, April 19, 2016 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., Donna DeGennaro, Margaret Holbrook, Rose Lange, Dr. Patrick Tierney, Seth Stephens-Library Director, Michael Stewart, Christine Williams.

**Roll Call of Trustees:**

	Yes	Absent
<i>Anne Augustyn</i>	x	
<i>Frank Bagnati</i>	x	
<i>Bill Craig Sr.</i>	x	
<i>Donna DeGennaro</i>	x	
<i>Margaret Holbrook</i>	x	
<i>Rose Lange</i>	x	
<i>Michael Stewart</i>	x	
<i>Dr. Patrick Tierney</i>	x	
<i>Christine Williams</i>	x	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Agenda:** Motion to approve was made by Peg with 2<sup>nd</sup> by Frank

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

**Approval of Minutes of Previous Meeting:** Motion to approve made by Rose with 2<sup>nd</sup> by Peg and approved. (See Below):

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			

<i>Frank Bagnati</i>	<i>x</i>
<i>Bill Craig Sr.</i>	<i>x</i>
<i>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting

**Treasurer’s Report:** Read by Frank. Motion to approve made by Bill with 2<sup>nd</sup> by Peg and approved. (See Below)

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 3/31/16**  
CURRENT PERIOD BALANCE

<b>Cash Drawer</b>	<b>\$ 30.00</b>
<b>Statement Savings (990500479)</b>	<b>\$ 663,258.66</b>
<b>Checking Account (553006674)</b>	<b>\$ 1,000.00</b>
<b>Petty Cash (553006666)</b>	<b>\$ 128.23</b>
<b>Other</b>	<b>\$ 0.00</b>
<b>Total Cash</b>	<b>\$ 664,416.89</b>

	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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

**Bills to be approved for payment:** Motion to approve bills for payment made by Peg with 2<sup>nd</sup> by Bill 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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting

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

**Correspondence:** NA

**Reports of director, officers, and standing committees:** Seth sends his full “Director’s Report” to the Township Administration and Council Members each month.

Seth reported that the Building and Grounds Committee met just prior to today’s Trustee Mtg. to review the Portico project (see below); also the bids for the project were received, reviewed and awarded. The lowest bid was \$174,000.00. Seth also noted his work and research on the salary scale process and more research is needed on this concept for use at the library. Sean Conrad from Jefferson PD did get back to Seth on the questions regarding safety precautions for the Library staff under various situations. It was noted that the AARP Tax Aide program at the Library was once again very successful with 230 returns prepared and submitted.

Anne noted that Christine O’Brien’s presentation to the Golden Age Seniors Group was well done and well received.

Jay Dunham said the Tax Program appears to be a great benefit to the community and also asked about the “door count” item on the monthly report. It was down in February when compared to last year and we may need to review how the count is done vs. program participation etc.

Bob Birmingham noted this is the 30<sup>th</sup> Anniversary of Jefferson Day and encouraged Library participation.

**COMMITTEES:**

**Personnel:** Meeting date to be determined

**Finance:**

**Bylaws:**

**Building & Grounds:** Met with Jason Nichols on 4/19/16 to review elements of Portico Project before submission to all Trustees e.g. work to begin over the summer by Grove Contracting; project may last approximately 180 days; payment schedule and insurance riders contained in RFP and contract; Committee asked that items be initiated to keep the community informed on the project e.g. “Coming Soon” concept

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:** On going review by Anne & Peg

**Scholarship:** To meet on 5/3/16 at 4 PM to review all submission and award two scholarships. Trustees to receive the applications (30) by 4/26/16 for review prior to the meeting on 5/3/16

**Old Business:**

-Review of Policies: Anne and Peg continuing a preliminary review of library policies.

**New Business:**

-Portico Project & Bids: Elements of the bid process and next steps noted above- Building & Grounds committee meeting. A resolution is needed to proceed. Thus, based on a review of (5) Five bids received and the fact that the Library attorney saw no conflicts be it resolved by the Board of Trustees to award the contract (\$174,000) to Grove Contracting. Motion to approve the resolution made by Bill with 2<sup>nd</sup> by Frank. As follows, all Trustees approved awarding the contract including the certificate of funding:

	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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

-Portico Project Twp Review: Mike suggested that a review of the project be presented to the Town Council. Jay and Bob agreed this was a good idea. Seth will make a request to get on the Council's agenda possibly at their next meeting on 5/18/16

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** May 17, 2016 at 4:00 PM

**Adjournment:** At 4:58 PM a motion to close the meeting was made by Christine with 2<sup>nd</sup> by Rose 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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

**Respectfully Submitted:** Bill Craig Sr.

