

Jefferson Township Public Library  
Prepared: May 12, 2015  
**Meeting of:** 4/21/15

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, April 21, 2015 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, Joseph Kraemer, Margaret Holbrook-excused, Bill Craig, Michael Stewart, Donna DeGennaro, Frank Bagnati, Anne Augustyn-excused, Seth Stephens-Library Director.

**Approval of Agenda:** Motion to approve was made and approved by all.

**Approval of Minutes of Previous Meeting:** Motion made and approved by all.

**Treasurer's Report:** Given by Frank. Motion to approve made by Joe; 2<sup>nd</sup> by Christine and approved by all.

**Jefferson Township Public Library Balance Sheet as of 3/31/2015**

**Current Period Balance**

Cash Drawer	\$	30.00
Statement Savings 990500479		478,851.57
Checking Account 553006674		1,000.00
Petty Cash 553006666		93.78
Other		0.00
<b>Total Cash</b>		<b>479,975.35</b>

**Bills to be approved for payment:** Motion to approve made by Christine, 2<sup>nd</sup> by Rose. Approved by all.

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

**Correspondence:** NA

**Reports of director, officers, and standing committees:**

A Full Director's report was sent separately by Seth to all Trustees and Council members. Seth noted:

Scholarship applications for the Jeanne Craig and Rose Lange Scholarships were due within a few days and would be given to all Trustees for review and recommendations on award winners at a Trustee meeting scheduled for 5/14/15 (instead of 5/19/15) to allow time to present the awards for graduation/awards night.

Seth also reviewed some options on the Portico project proposed Suzan Globus as well as considerations proposed by structural engineers. Once the issues are resolved a Request for Proposals (RFP) must be completed involving the Township and Planning Board.

The vendor working on the maintenance of the AC system noted the potential for a need to replace the system in 2 years.

**Personnel:** NA

**Finance:** NA

**Bylaws:** NA

**Building:** NA

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** NA

**Scholarship:** NA

**Old Business:**

-Strategic Plan and Vision/Mission statement: Special committee formed to continue to meet more frequently and work toward developing a proposed plan for further review and finalization by the Board of Trustees. Goal is to completed a plan by June 30. Joe made a proposal to extend the facilitator's contract to work with the committee in facilitating these extra meeting. Proposal approved by all. Committee to meet at special meetings on 4/28/15 & 5/20/15 (Originally 5/12/15)

**New Business:**

-Disclosure Forms: Seth previously distributed the annual disclosure forms to all Trustees as requested by the Township and reminded all that they must be completed online by 4/30/15.

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** May 14, 2015 at 4:00 PM

**Adjournment:** At 4:20 PM motion to close meeting made by Joe, 2<sup>nd</sup> by Christine and Approved by all.

**Respectfully Submitted:** Bill Craig