

Jefferson Township Public Library  
Prepared: June 14, 2014  
**Meeting of:** 5/13/14

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, May 13, 2014 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-excused, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlan Johnson, Frank Bagnati-excused, Anne Augustyn, Seth Stephens-Library Director.

**Approval of Agenda:** Motion to approve was made by Christine with 2<sup>nd</sup> by Anne and approved by all.

**Approval of Minutes of Previous Meeting:** Secretary was excused from a very short April 15 meeting. Notes taken by Director to follow.

**Treasurer's Report:** Given by Seth. Motion to approve made by Bill; 2<sup>nd</sup> by Anne and approved by all.

**Jefferson Township Public Library Balance Sheet as of 4/30/2014**

**Current Period Balance**

Cash Drawer	\$	30.00
Statement Savings 990500479		641,061.49
Checking Account 553006674		1,000.00
Petty Cash 553006666		231.39
Other		0.00
<b>Total Cash</b>		<b>641,322.88</b>

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

**Public Portion & Guests:** Jay Dunham

**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 that the Building Committee met to review the report from engineers Hatch, Mott, McDonald regarding the Fire Suppression System and it was agreed that the project be removed from the Capital Projects list and that two new improvement projects be added: 1: construction of an awning that would cover the side-walks that wrap around the front of the building and stair case. 2: review of the library's electrical system with the intent of minimalizing the risk of electrical fires and power surges within the library.

**Personnel:** NA

**Finance:** NA

**Bylaws:** NA

**Building:** NA

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** Trustees asked to review policies on an ongoing basis

**Scholarship:** NA

**Old Business:**

-Fire Suppression System: Dropped from Capital Projects list (see above)

-Scholarships: Trustees reviewed all scholarship submissions and determined two winners for the Jeanne Craig & Rose Lange Scholarships to be announced and presented at the High School Awards ceremony;

**New Business:**

-Microsoft Training: Seth requested approval for his attending a three day Microsoft Training Course (Cost \$1,800). Motion for Seth to enroll in this training course made by Christine with 2<sup>nd</sup> by Rose and approved by all.

-Strategic Plan: The community survey portion of the strategic plan is underway and more than 8,000 postcards have been mailed inviting people to participate. Also, Seth requested that the Trustees accept the proposal previously presented by Suzan Globus for developing the strategic plan. Motion to move forward with the strategic plan process as proposed (Cost approx. \$8,235) made by Rose with 2<sup>nd</sup> by Bill and approved by all. In order to keep the process moving the Trustees agreed to meet with facilitator Suzan Globus as needed through June and July. (Subsequently, a first meeting was scheduled for June 11.)

-Disclosure Forms: Seth distributed the annual disclosure forms to all Trustees as requested by the Township and asked that they be completed online ASAP.

- Lawyer (K.Biehl) contract: Motion to renew the contract with Kathy Biehl made by Pearlann with 2<sup>nd</sup> by Christine and approved by all

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** June 17, 2014 at 4:00 PM

**Adjournment:** At 4:47 PM motion to close meeting made by Christine, 2<sup>nd</sup> by Rose  
. Approved by all.

**Respectfully Submitted:** Bill Craig