

Jefferson Township Public Library
Prepared: June 10, 2013
Meeting of: May 14, 2013

Announcement of Sunshine Compliance: This regular meeting for Tuesday, May 14, 2013 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, Bill Craig, Michael Stewart, Pearlann Johnson-excused, Frank Bagnati, Anne Augustyn, Sandy Cale, Seth Stephens.

Approval of Agenda: Motion to approve made by Christine with 2nd by Rose and approved by all.

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

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

Jefferson Township Public Library Balance Sheet as of 4/30/2013

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		831,839.08
Checking Account 553006674		1,000.00
Petty Cash 553006666		145.82
Other		0.00
Total Cash		833,014.90

Bills to be approved for payment: Motion to approve made by Christine, 2nd by Peg.

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 alarm system was back in working order. A monitoring service was hired and new equipment installed. The cost will be \$39 per month. Equipment and installation cost \$889. Michael asked Seth to report on how/why the alarm was shut off to begin with, what the new process entailed and was all the staff informed on the process. Seth also gave an update on the Façade project- A proposal from the architect was received and reviewed by Seth, while it does not included project management it includes all that is need for an RFP and the initial review of proposals submitted by vendors and the vendors qualifications. The cost would be \$20,000 for

this portion of the project. Seth also noted that the “Radon Test” was completed and the results were fine-no issues. Seth received an update from the State on the process for a referendum on the dissolution of Libraries.

Personnel: NA

Finance: NA

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

Old Business:

-Review of Policy Manual: Discussion began last meeting on review of Library Policies with comments noted on some e.g. Weapons in Library (which revealed that Library buzzer system was not working and Trustees asked that this be remedied ASAP); Unattended Children; Library Card Renewal; Use of Meeting Rooms. Additional review/comments tabled at this meeting to be continued at future Trustee meetings.

-Scholarships: Applications reviewed by Trustees. All Trustees were asked polled on their top choice and the results tabulated which resulted in applicants #9 and #15 selected as winners of the Jeanne Craig (#9) and Rose Lange Scholarships (#15)

New Business:

-**Retirement Benefits** Discussion: Seth reviewed information on Retirement Benefits issue regarding pre-funding health insurance noting that many Libraries do not pay for health care benefits and do not participate in pension plans but there was a lengthy discussion on issues, such as: legal, regulatory, administrative and budgetary and precedent setting issues. Much more information and discussion is needed to explore this issue in more detail. Seth will prepare a recap and ask attorney Kathy Biehl to review process and issues.

Closed Session: NA

Announcements: NA

Next Meeting: June 12, 2013 (changed this time from regular meeting schedule of third Tuesday of each month).

Adjournment: At 5:40 PM motion to close meeting made by Joe, 2nd by Christine. Approved by all.

Respectfully Submitted: Bill Craig

