

Jefferson Township Public Library
 Prepared: June 11 2016
Meeting of: May17, 2016

Announcement of Sunshine Compliance: This regular meeting for Tuesday, May 17, 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-Absent/Excused, 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> | Absent | Excused-Travelling |
| <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 Christine with 2nd by Peg

| | Yes | NO | Abstain | Absent |
|---------------------------------------|-------------|----|---------|---------|
| <i>Anne Augustyn</i> | | | | Excused |
| <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 Christine with 2nd by Frank and approved. (See Below): Meeting Minutes/notes for Special Scholarship Award Meeting on 5/3/16 also submitted.

| | Yes | NO | Abstain | Absent Excused |
|---------------------------------------|-----|-------------|---------|-------------------|
| <i>Anne Augustyn</i> | | | | |
| <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 | | |

Treasurer's Report: Read by Frank. Motion to approve made by Peg with 2nd by Christine and approved. (See Below)

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 4/30/16

CURRENT PERIOD BALANCE

| | |
|--------------------------------------|----------------------|
| Cash Drawer | \$ 30.00 |
| Statement Savings (990500479) | \$ 524,540.86 |
| Checking Account (553006674) | \$ 1,000.00 |
| Petty Cash (553006666) | \$ 151.14 |
| Other | \$ 0.00 |
| Total Cash | \$ 525,722.00 |

| | Yes | NO | Abstain | Absent Excused |
|---------------------------------------|-----|-------------|---------|-------------------|
| <i>Anne Augustyn</i> | | | | |
| <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 | | |

Bills to be approved for payment: Motion to approve bills for payment made by Christine with 2nd by Frank and approved as follows:

| | Yes | NO | Abstain | Absent Excused |
|----------------------|-----|----|---------|-------------------|
| <i>Anne Augustyn</i> | | | | |
| <i>Frank Bagnati</i> | x | | | |

| | |
|---------------------------------------|-------------|
| <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, Sandy Cale, Jay noted the Library presentation on Baseball was enjoyable and well done.

Correspondence: Receipt of Retainer Contract for Library Attorney

Reports of director, officers, and standing committees: Seth sends his full “Director’s Report” to all Trustees and the Township Administration and Council Members each month. Seth reported that contract for Portico Project has been awarded. Project to begin early in June and will take approximately 180 days to complete. A drawing of the project plan is on display in the Library for public view and comment. Mike & Seth have a meeting on 5/18/16 with the Town Council to review the project. Michael noted that the High School awards night will be held on 6/8/16 at 7PM

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships: Trustees Met on 5/3/16 at 4 PM reviewed all submission (30) and awarded two scholarships.

Old Business:

-Portico Project Presentation to Town Council- Presentation to Town Council scheduled for 6/8/16 at 7 PM.

New Business:

-Handicapped Ramp-Michael noted that questions were raised about the handicapped ramp in front of the library in that it may not be in compliance with the code but it was noted that the ramp was in place long before the code for the handicapped was enacted. Seth will however review the issues to see what can be done. Jay also suggested we review the issues with the Township engineer.

Closed Session: NA

Announcements: NA

Next Meeting: June 14, 2016 at 4:00 PM

Adjournment: At 4:28 PM a motion to close the meeting was made by Christine with 2nd by Frank and approved as follows:

| | Yes | NO | Abstain | Absent Excused |
|---------------------------------------|----------|----|---------|-------------------|
| <i>Anne Augustyn</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.