

Jefferson Township Public Library

## Board of Trustees Meeting Minutes

Prepared: June 20, 2011

Meeting of: May 17, 2011

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, May 17, 2011 commencing at 4:02 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

### Roll Call of Trustees:

Rose Lange- excused, Christine Williams, Kathy Fuchs, Bill Craig, Michael Stewart, Pearla Johnson, Frank Bagnati, Anne Augustyn, Margaret Holbrook, Sandy Cale, Seth Stephens. .

**Guests:** Jay Dunham & Bob Birmingham Council Members. Nancy Chamberlain

**Approval of Agenda:** Motion to approve agenda made by Christine, 2<sup>nd</sup> by Frank. Approved by all.

**Approval of Minutes of Previous Meeting:** Motion to approve minutes of the last meeting, made by Christine with 2<sup>nd</sup> by Rose. Approved by all.

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

### Jefferson Township Public Library Balance Sheet as of 4/30/2011.

#### Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		940,959.01
Checking Account 553006674		1,000.00
Petty Cash 553006666		154.39
Other		<u>0.00</u>
Total Cash	\$	942,959.40

**Bills to be approved for payment:** Bills reviewed and a motion to approve bills for payment was made by Christine with 2<sup>nd</sup> by Margaret. Approved by all,

**Public Portion:** Jay noted how nice the painting of the Riker room turned out. He also reminded all Trustees that the disclosure forms should be completed ASAP and suggested that the insurance coverage of the vendor removing the solar panels should be checked. Bob noted the nice jump in the Library usage statistics. Bob also asked about the Library generator installation and if the Library would serve as a back-up shelter once the generator is operating. Seth replied it all depends on the size of the unit installed. Bob also asked about the possibility of merging some functions e.g. use of collections with other Townships. Seth noted there was a system in place in Morris Co for sharing items available and it extended outside the county as needed.

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

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth advised Trustees of his meeting with a representative from Afleck and asked that this presentation be made available to the Library staff some discussion on benefits presented conflicting with benefits in place or conflict with Twp offerings plus potential for other requests from vendors seeking access to employees. Seth to decide. Seth followed up with Clean Energy NJ and received input on the best way for the Library to participate and possibly gain some cost savings. Seth to continue researching this program and the potential benefits for the Library. Seth asked for approval to move ahead with the demolition of the solar panel by JJ Rich of Newton (cost \$11,375). Demolition project approved by all Trustees in attendance. A review and discussion on the NJLA program on regionalization was conducted. Trustees to be kept up to date.

**Personnel:** Proposed members: Peg, Rose, Christine

**Finance:** Proposed members: Bill, Rose, Pearlann

**Bylaws:** Proposed members: Anne, Peg, Frank

**Building:** Proposed members: Bill, Christine, Frank

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** Proposed Anne, Peg, Rose

**Scholarship:** NA

**Old Business:**

-Committee Assignments- Pearlann reviewed revised list of Trustee Committee assignments. All agreed. Pearlann to finalize list as we proceed.

-Scholarship Applications: All applications reviewed and discussed and rated for the awards by those Trustees in attendance. Seth to follow-up with remaining Trustees to get their votes and determine the winners.

**New Business:**

-JFHS Awards: Senior Awards to be held on 6/9/11. Michael to attend and present the Library Awards.

**Closed Session:** At 5:24PM, motion to move to closed session made by Christine with 2<sup>nd</sup> by Frank, approved by all. At 5:37PM, a motion to leave closed session was made by Christine with 2<sup>nd</sup> by Bill.

**Announcements:** NA

**Next Meeting:** June 21, 2011 at 4PM

**Adjournment:** At 4:58 PM motion to close meeting made by Bill, 2<sup>nd</sup> by Christine. Approved by all.

**Respectfully Submitted:** Bill Craig

