

Jefferson Township Public Library
 September 13, 2017
Meeting of: June 13, 2017

Announcement of Sunshine Compliance: This regular meeting for Tuesday, June 13, 2017 commencing at 4:04 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Anne Augustyn, Frank Bagnati, Bill Craig Sr., Margaret Holbrook, Rose Lange, Dr. Patrick Tierney-absent, Michael Stewart, Lary Wasserman, Christine Williams,
 Seth Stephens-Library Director.

Roll Call of Trustees:

	Yes	Absent
<i>Anne Augustyn</i>	x	
<i>Frank Bagnati</i>	x	
<i>Bill Craig Sr.</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>Lary Wasserman</i>	x	
<i>Seth Stephens-Library Director</i>	non- voting	

Approval of Agenda: Motion to approve was made by Rose with 2nd by Christine and approved as follows:

	Yes	NO	Absent
<i>Anne Augustyn</i>	x		
<i>Frank Bagnati</i>	x		
<i>Bill Craig Sr.</i>	x		
<i>Margaret Holbrook</i>	x		
<i>Rose Lange</i>	x		
<i>Michael Stewart</i>	x		
<i>Dr. Patrick Tierney</i>			x
<i>Lary Wasserman</i>	x		
<i>Christine Williams</i>	x		
<i>Seth Stephens-Library Director</i>	non- voting		

Approval of Minutes from Last Meeting: Motion to approve was made by Christine with 2nd by Anne and approved as follows:

Yes	NO	Absent
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<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Treasurer’s Report: Read by Frank. Motion to approve the report made by Bill with 2nd by Rose and approved as follows:

	Yes	NO	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 5/31/17
CURRENT PERIOD BALANCE

Cash Drawer	\$	30.00	
Statement Savings (990500479)	\$	466,064.08	
Checking Account (553006674)	\$	1,000.00	
Petty Cash (553006666)	\$	197.96	
Other	\$		0.00
Total Cash	\$	467,292.04	

Bills to be approved for payment: Lary asked about charges listed for books and Seth explained: some bills some are for 1 book, others could reflect multiple books; and leased books Seth also answered questions on Security charge (Codes review) & Fire Equipment (Fire Extinguisher Inspection). Motion to approve bills for payment made by Christine with 2nd by Frank and approved as follows:

	Yes	NO	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Public Portion & Guests: Bob Birmingham, Scholarship Winners Stefan Knapik (Jeanne Craig Scholarship) & Katherine Cocca (Rose Lang Scholarship) and their Families attended presentation of the scholarships conducted prior to formal meeting business.

Correspondence: NA

Reports of director, officers, and standing committees: Seth reported on Lary's research on the interest rates from Banks on Library funds on deposit. Seth also said that Pat McGaw and Chris O'Brien expressed their interest and plans on retiring in October Trustees expressed their good wishes for Pat and Chris and asked to be kept involved as their plans move forward. Seth and Sandy will review staff options as we move forward. Seth said he & Jason Nicholas, Architect are still working with contractors on the roofing project will give Trustees an updated proposal at a meeting after the summer break.

-Michael also asked about Jason's work on Library projects and said he and Seth will meet with Jason to discuss additional needs regarding the roof; door and emergency exit location.

-Anne asked about parking at the Library during the Summer with the new Township Farm Market Program as well as the status of the maintenance man. Basically, no apparent parking issue anticipated and the new maintenance man is doing well.

-Larry noted that Picatinny conducts buffet luncheons which may be an option in the future for special events.

-Christine asked about setting up the process for bill paying during the summer Trustee Break and made a motion to set aside \$150,000 to pay bills over summer recess. Motion made by Christine with a 2nd by Peg and approved by all as follows:

	Yes	NO	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

-It was also asked if Trustees should meet over the summer and basically it was agreed, as we

have done in the past, a Trustees special meeting can be set up if needed.

COMMITTEES:

Personnel:

Finance: .

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

Scholarships: As noted above, scholarships announced earlier at High School Awards night and presented to winners at the beginning of this meeting.

New Business: NA

Attorney Contract: Contract/Retainer for Attorney Kathy Biehl is up for renewal. A motion was made by Christine with a 2nd by Peg to renew the contract for 1 year through 5/31/18 and approved by all as follows:

	Yes	NO	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Closed Session: NA

Announcements: NA

Next Meeting: September 19, 2017 at 4:00 PM.

Adjournment: At 5:15 PM a motion to close the meeting was made by Christine with 2nd by Bill and approved as follows:

	Yes	NO	Absent
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Respectfully Submitted: Bill Craig Sr.