

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: September 14, 2012

Meeting of: June 19, 2012

Announcement of Sunshine Compliance: This regular meeting for Tuesday, June 19, 2012 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-excused, Joseph Kraemer-excused, Margaret Holbrook-excused, Bill Craig, Michael Stewart, Pearlann Johnson-excused, Frank Bagnati, Anne Augustyn, Sandy Cale, Seth Stephens.

Approval of Agenda: Motion to approve made by Rose with 2nd by Anne

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

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

Jefferson Township Public Library Balance Sheet as of 5/31/2012

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		866,438.41
Checking Account 553006674		1,000.00
Petty Cash 553006666		108.03
Other		0.00
Total Cash		867,576.44

Bills to be approved for payment: Motion to approve made by Christine; 2nd by Rose.

Public Portion & Guests: Jay Dunham, Sandy Cale, Scholarship Winners: Rebecca Messano (Rose Lang Scholarship; David Swerzenski (Jeanne Craig Scholarship) and Families. Checks presented to winners by Michael Stewart and Seth Stephens.

Correspondence: Letter for Kathy Biehl re: continuing as Legal counsel for Library. Motion to approve extension of contract with Kathy Biehl to continue as attorney for the Library made by Christine with 2nd by Rose. Christine noted that we should ensure that at the Time of installation one or both firms (engineer/vendor) are at the Library to accept delivery. Seth also reviewed issues surrounding renovation /repairs of the restrooms.

Reports of director, officers, and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council. Seth reported on the Hatch, Mott, MacDonald recommendation that the generator proposed by the contracted vendor.

be rejected. Vendor asked again to prepare a recommendation that meets the specifications as indicated in the original RFP and contract.

Christine noted that we should ensure that at the time of installation one or both firms (engineer/vendor) are at the Library to accept delivery. Seth also reviewed issues surrounding renovation /repairs of the restrooms.

Personnel: NA

Finance: NA.

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: Policies on Data privacy; Internet Access; Public Use of Computers, Hours of Operation; Library Programs presented by Pearlann and Motion to approve all policies made by Christine with 2nd by Pearlann and approved by all.

Scholarship: NA

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Old Business:

-Retiree Benefits: Seth mentioned that he was doing continued research on employee retiree benefits. All agreed he could continue with Legal & Policy research for future input

New Business:

-Resolution on Summer Payment of Library Bills: Motion to authorize payment of bills up to \$100,000 during summer recess of Trustee Meetings made by Rose with 2nd Frank and approved by all with one correction adding Christine to approved signers./

Closed Session: NA

Announcements: Michael advised all of the passing of Al Pollacana former Board of Trustee Member and Past Board President. We extend our deepest sympathy to the family.

Next Meeting: September 18, 2012 at 4 PM

Adjournment: At 5:04 PM motion to close meeting made by Christine, 2nd by Rose. Approved by all.

Respectfully Submitted: Bill Craig