

Board of Trustees Meeting Minutes

Prepared: September 18, 2011

CORRECTED

Meeting of: June 21, 2011

Announcement of Sunshine Compliance: This regular meeting for Tuesday, June, 21, 2011 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, Kathy Fuchs (absent) ,
Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Margaret Holbrook, Sandy Cale, Seth Stephens. .

Guests: Jay Dunham, Nancy Chamberlain

Approval of Agenda: Motion to approve agenda made by Rose, 2nd by Frank. Approved by all.

Approval of Minutes of Previous Meeting: Motion to approve minutes of the last meeting, made by Rose with 2nd by Anne. With two corrections 1- on list of committee assignments for Policy Committee Kathleen replaces Rose; 2-Insurance Co noted in Directors Report Section should be Aflack. Approved by all.

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

Jefferson Township Public Library Balance Sheet as of 5/31/2011.

Current Period Balance

Cash Drawer		\$	30.00	
Statement Savings	990500479		598,716.55	
Checking Account	553006674		1,000.00	
Petty Cash	553006666			122.49
Other			<u>0.00</u>	
Total Cash		\$	599,716.55	

Bills to be approved for payment: Bills reviewed. Michael asked if there are other payments to the Township but no bills have been received. A motion to approve bills for payment was made by Margaret with 2nd by Pearlann. Approved by all,

Public Portion: Award of Jeanne Craig and Rose Lange Scholarships made to Meaghan Cuddy- Jeanne Craig award of \$500 and Alenandra Kazimir-Rose Lange award \$250 followed by meeting break for photos and refreshments.

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth reviewed generator proposal process and bid document . A motion for Exemption for

Specialized Services to prepare a bid document & manage the generator installation process via Hall/McDonald was made by Margaret with 2nd by Rose and approved by all for Seth to proceed with working with this firm (Approx. \$17,300). It was noted that the generator sounds like a good idea and using a professional to guide us through the process is the best way to go Frank asked if a decision was made on the type of fuel for the generator-propane vs diesel noting that there are less regulations on using diesel. This will be part of the proposal/plan. Also, Seth and Michael reported on a meeting with State Trustees on consolidating services. Basically, it was felt that this concept would not be helpful or add any benefit in delivering services to Jefferson residents. Seth also noted that he is still working on a fire suppression system.

Personnel: Proposed members: Peg, Rose, Christine

Finance: Proposed members: Bill, Rose, Pearlann

Bylaws: Proposed members: Anne, Pearlann, Frank

Building: Proposed members: Bill, Christine, Frank

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: Proposed Anne, Peg, Kathleen

Scholarship: NA

Old Business:

-Committee Assignments- Pearlann to finalize and distribute list of committee assignments.

-Scholarship Awarded-see above

New Business:

-Library Entrance: Jason Nichols who is working on the concept for the Library entrance and walkway presented his suggestions. Jay asked about the function of some areas e.g. columns that could create insurance issues and ice damming on the roof etc. Seth said all concepts must be reviewed by Insurance carriers to identify and eliminate any future liability issues. Timing for this project is optional dependent on costs. Jason to further develop the concept. This project discussion also generated some discussion on the current parking and traffic flow.

-Summer Bill Paying Process: Motion made by Rose with a 2nd by Frank to allow Rose, Michael, Christine & Nancy to sign checks & approve bills up to \$100,000 during the summer months

Closed Session: NA

Announcements: NA

Next Meeting: September 20, 2011 at 4PM

Adjournment: At 5:17 PM motion to close meeting made by Rose, 2nd by Bill. Approved by all.

Respectfully Submitted: Bill Craig

