

Announcement of Sunshine Compliance: This regular meeting for Tuesday, September 20, 2016 commencing at 4:02 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., 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>	x	
<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>	x			
<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):

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			
<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

Treasurer’s Report: Read by Frank. Motion to approve made by Bill and 2nd by Peg and approved by all:(See Below)

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 8/31/16
CURRENT PERIOD BALANCE

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 473,664.90
Checking Account (553006674)	\$ 1,000.00
Petty Cash (553006666)	\$ 242.42
Other	\$ 0.00
Total Cash	\$ 474,037.32

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</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			

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

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</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

Public Portion & Guests: Christine Kabshura Presenting Summer Program Reading Award to Winner (Abigail & Family) Bob Birmingham, Sandy Cale,

Correspondence: NA

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 the Portico Project should be completed by the end of September. Seth also requested that a meeting with the Building Committee (Bill, Frank, Christine, Mike) be set up for some time after 10/1. Date to be determined. 10/5/16 seems to be preferred. Seth attended a workshop on Disaster Planning and requested that the Library be closed the morning of 10/10/16 in order to review the program with the Library Staff. Christine made a motion with 2nd by Anne to approve the closing of the Library for this review on 10/10/16 or other date more convenient for the staff and approved by all:

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</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			

Seth also gave Trustees a preliminary draft of the proposed 2017 Budget & Expense Plan pending firmer information on the projected budget allocation. Seth is also researching and obtaining preliminary cost estimates on a paging system that is tied into the telephone system to be used by staff members in emergency situations.

COMMITTEES:

Personnel:

Finance: To meet (Bill, Rose, Frank, Mike) on 10/5/16 to review process and new concepts for 2017 salary planning.

Bylaws:

Building & Grounds: Committee (Christine, Frank, Bill, Mike) met with Seth after this Trustee meeting to discuss concerns over water pooling at the bottom of the entrance steps. Seth will review this with various sources to consider options. r

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

-Electric Sign: Bob Birmingham asked the Trustees take another look at/ review the installation of an electric sign to replace the existing Library sign. Trustees had expressed opinions in June basically declining this option. No vote was taken. Additional questions will be researched and reviewed. Bob noted the positive aspects he felt that this sign would bring to the Library and Town.

New Business:

-Scholarship Presentations: Due to some issues/confusion this year on the presentation of the scholarships and after some discussion, a vote may not be necessary but Dr. Tierney made a motion with 2nd by Bill to change the scholarship application to reflect/give notice that presentation of the awards/checks will be made at the June Trustee meeting each year. Approved by all:

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</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			

Closed Session: NA

Announcements: Trustee Donna DeGennaro submitted her letter of resignation and announced she is relocating and will not be able to work on the board any longer. We thank Donna for her participation on the Board and wish her well as she moves forward with her future plans and goals.

Next Meeting: October 18, 2016 at 4:00 PM

Adjournment: At 4:45 PM a motion to close the meeting was made by Christine with 2nd by Bill and approved as follows:

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</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.