

Jefferson Township Public Library
Prepared: October 13, 2015
Meeting of: September 21, 2015

Announcement of Sunshine Compliance: This regular meeting for Monday, September 21, 2015 commencing at 4:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act. (Note Meeting held in Township Council Meeting Room due to conflict with a community group meeting in the usual trustees meeting site in the Library-Riker Room.)

Roll Call of Trustees:

Anne Augustyn, Frank Bagnati, Bill Craig Sr, Donna DeGennaro, Margaret Holbrook, Joseph Kraemer, Rose Lange, Seth Stephens-Library Director, Michael Stewart, Christine Williams.

Approval of Agenda: Motion to approve was made and approved by all. (Note: Recording Secretary arrived after Motion to approved was made and 2nd.)

Approval of Minutes of Previous Meeting: Motion made and approved by all. (Recording Secretary arrived after Motion to approved was made and 2nd.)

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

Jefferson Township Public Library Balance Sheet as of 8/31/2015

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		706,462.69
Checking Account 553006674		1,000.00
Petty Cash 553006666		235.00
Other		0.00
Total Cash		707,726.69

Bills to be approved for payment: Motion to approve made by Anne, 2nd by Peg. Approved by all.

Public Portion & Guests: Kathy Biehl , Jay Dunham

Correspondence: NA

Reports of director, officers, and standing committees:

A Full Director's report was sent separately by Seth to all Trustees and Council members. Michael asked if there are any questions on Seth's Directors report. (As noted above this Directors Report is always distributed to Council Members and Trustees prior to every meeting.) Seth reviewed some issues on the Portico project and the need for additional input and help in finalizing the specifications for a Request for Proposals (RFP). Seth also briefly reviewed a draft of the proposed budget for 2016 and named revised Committee members (see below)-subject to further review as necessary.

Personnel: Mike, Christine, Rose, Bill

Finance: Mike, Frank (non-voting), Bill, Donna. Also, Finance Committee met per audit review to check and ensure that payments & checks issued in prior years are appropriately noted on the check registers. Finance Committee met on 10/9/15 for preliminary review of proposed 2016 revised draft for presentation to the Trustees.

Bylaws: Mike, Peg, Anne

Building & Grounds: Mike, Frank, Christine, Anne

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: Mike, Peg, Anne

Scholarship: NA

Old Business:

-Security: Seth still pursuing options and information on the security issues (door access) raised at the June meeting and in his recent Directors report and is still pursuing additional information and options.

New Business:

-Committee Assignments: See above.

-Attorney Review of Recording Meeting items. Kathy Biehl Attorney and consultant to Library Board provided a very informative review of the various item and their format that should be covered in recording Trustee meetings and which this recording secretary found very helpful and will included, as they apply, in preparing these minutes effective immediately. In addition, Kathy supplied the NJ Statutes that apply to this process and Seth will provided copies as well.

Closed Session: NA

Announcements: NA

Next Meeting: October 20, 2015 at 4:00 PM

Adjournment: At 5:20 PM motion to close meeting made by Joe, 2nd by Frank and Approved by all.

Respectfully Submitted: Bill Craig Sr.