

Jefferson Township Public Library
Prepared: November 15, 2013
Meeting of: October 15, 2013

Announcement of Sunshine Compliance: This regular meeting for Tuesday, October 15, 2013 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, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Seth Stephens-Library Director.

Approval of Agenda: Motion to approve was made by Rose with 2nd by Bill and approved by all.

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

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

Jefferson Township Public Library Balance Sheet as of 9/30/2013

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		695,869.02
Checking Account 553006674		1,000.00
Petty Cash 553006666		92.67
Other		0.00
Total Cash		696,991.69

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

Public Portion & Guests: Sandy Cale, Jay Dunham

Correspondence: Kathy Biehl sent a request to have her contract reviewed formally. After brief discussion, motion was made by Pearlann with 2nd by Peg to renew as of 9/1/2013 Kathy Biehl's retainer.

Reports of director, officers, and standing committees:

A Full Director's report was sent separately by Seth to all Trustees and Council members. Seth noted the work Sandy Cale did in getting the Library Policies online on the Library site as well as access to other Library items online like "Violets Porch". Seth also arranged with a Foundation for access to a Senior Citizen's Computer Training Program which Seth uses and now ATT is covering in there newsletter. Seth also advised the Trustees of the need to write off

\$1,817.85 loss to conclude a matter involving vendor- Restroom Restorations. Motion to write off the amount involved was made by Frank with 2nd by Bill approved by all. Seth also advised that an energy audit of the Library was completed by a representative of Direct Install indicating areas where the Library could save money e.g. using energy efficient light bulbs, replacing switches with motion detectors etc.

Michael asked if “Library Box”- a wireless file server that Seth developed- was patentable Seth said that it is not.

Personnel: NA

Finance: NA

Bylaws: NA

Building: Committee members-Mike and Frank- met with Seth just prior to this meeting to review aspects of proposal to address the plans for a Fire Suppression System. Rough cost estimate could be over \$200,000 including \$21,000 for and engineering review of the process and recommendations.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: Trustees asked to review policies on an ongoing basis

Scholarship: NA

Old Business:

-Review of Policy Manual: Seth reminded Trustees to continue to review Library Policies. (Now they are online).

New Business:

-Fire Suppression System: As noted above members of the Building Committee met to discuss the development of the system and the potential cost of about \$200,000 including \$21,000 for an engineering review of the system, costs etc. to establish the pros and cons (cost benefit analysis) of the system as it relates to total costs so that Trustees have a professional opinion in deciding the best most efficient way to proceed. Seth to proceed on obtaining a report/proposal.

-2014 Budget Proposal: Propose 2014 Budget presented to Trustees by Seth. Trustees asked and Seth agreed to meet with Township on funding at the 2013 level.

-Use of Weldon Road Bulletin: Ann asked if there was any policy or guideline in place regarding postings/listings on this board. It was agreed that this item and the process for reviewing listings will be discussed in detail at a future meeting.

Closed Session: NA

Announcements: NA

Next Meeting: November 19, 2013 at 4:00 PM

Adjournment: At 5:24 PM motion to close meeting made by Rose, 2nd by Bill. Approved by all.

Respectfully Submitted: Bill Craig

