

Jefferson Township Public Library  
 November 18, 2018  
**Meeting of October 16, 2018**

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, October 16, 2018 commencing at 4:00 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., Margaret Holbrook, Rose Lange, Jeanne Howe, Michael Stewart, Lary Wasserman, Christine Williams-Excused, Seth Stephens-Library Director.

**Roll Call of Trustees:**

	Yes	Absent/Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	<i>(Left Meeting at 4:20)</i>
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>		<i>x</i>
<i>Lary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Agenda:** Motion to approve agenda was made by Bill with 2nd by Frank and approved as follows: approved with (1) one correction Jean Howe arrived after roll call and mistakenly listed as absent in meeting minutes.

	Yes	NO	Absent/Excused
<i>Anne Augustyn</i>	<i>x</i>		
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>		<i>x</i>	<i>( left Mtg at 4:20)</i>
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>		<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting		

**Approval of Minutes from Last Meeting:** Motion to approve made by Lary with 2nd by Frank and approved as follows: approved with (1) one correction Jean Howe arrived after roll call and mistakenly listed as absent in meeting minutes.

	Yes	NO	Absent/Excused
<i>Anne Augustyn</i>			<i>Abstained</i>
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>		<i>x</i>	<i>Left Mtg at 4:20</i>
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</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. A motion to approve made by Anne with 2nd by Bill & approved as follows:

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF**

<b>Cash Drawer</b>	<b>\$</b>	<b>30.00</b>	
<b>Statement Savings (990500479)</b>	<b>\$</b>	<b>465,133.32</b>	
<b>Checking Account (553006674)</b>	<b>\$</b>	<b>1,000.00</b>	
<b>Petty Cash (553006666)</b>	<b>\$</b>	<b>250.00</b>	
<b>Other</b>	<b>\$</b>		<b>0.00</b>
<b>Total Cash</b>	<b>\$</b>	<b>466,413.32</b>	

	Yes	Absent/Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	<i>(Left Meeting at 4:20)</i>
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	

<i>Christine Williams</i>		<i>x</i>
<i>Lary Wasserman</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 Anne with 2nd by Rose and approved as follows: Note: Frank asked for and Seth provided clarification on 3 items/charges from Township.

	Yes	Absent/Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	<i>(Left Meeting at 4:20)</i>
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>		<i>x</i>
<i>Lary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Public Portion & Guests:** Sandy Cale.

**Correspondence:** Letter inviting Trustees to Township Veterans Day Ceremony On 11/10/18

**Reports of director, officers, and standing committees:** Seth sends a Directors report to the Mayor, Council and Trustees etc. each month.

Michael made note of the need for the Director and Trustees to be aware of the potential need for further consideration in the budget for funds needed to be set aside for items/ additional items e.g. another exit door as has been discussed previously.

**COMMITTEES:**

**Personnel:**

**Finance:** .

**Bylaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

**Old Business:**

NA

**New Business**

2019 Budget: Michael made note of the need for the Director and Trustees to be aware of the potential need for further consideration in the budget for funds needed to be set aside for items additional items e.g. another exit door as has been discussed previously.

\*\*\*\*Note: The Secretary had to leave meeting at this point but it was reported that after I left there was a discussion on Goals and Objectives for 2019. It was agreed that Seth will meet with Lary Wasserman to develop goals for 2019 and these proposed goals would then be presented to the Trustees for discussion and review. No voting took place or recorded for the remainder of the meeting.\*\*\*\*

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** November 20, 2018 at 4:00 PM.

**Adjournment:** \*\*\*\*\*

Respectfully Submitted By:

Bill Craig