

Board of Trustees Meeting Minutes

Prepared: November 14, 2011

Meeting of: October 18, 2011

Announcement of Sunshine Compliance: This regular meeting for Tuesday, October 18, 2011 commencing at 4:04 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange, Christine Williams, Kathy Fuchs represented by Mark Schwarz , Bill Craig, Michael Stewart, Pearla Johnson, Frank Bagnati, Anne Augustyn, Margaret Holbrook, Sandy Cale, Seth Stephens. .

Guests: Nancy Chamberlain, Jay Dunham, Bob Birmingham, Jason Nicols, Randy Speer

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

Approval of Minutes of Previous Meeting: Motion to approve minutes of the last meeting, made by Rose with 2nd by Christine. With two corrections 1- in Director's report section should reflect " Finance Committee Meeting set for 9/26/11" and 2- last sentence typo should be "an" instead of "and"..

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

Jefferson Township Public Library Balance Sheet as of 9/30/2011.

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		527,171.08
Checking Account 553006674		1,000.00
Petty Cash 553006666		141.91
Other		0.00
Total Cash	\$	<u>528,342.99</u>

Bills to be approved for payment: Bills reviewed. A motion to approve bills for payment was made by Rose with 2nd by Christine. Approved by all,

Public Portion: Jay Dunham noted that Seth's approach to budget proposal seemed to be on target with current trends. (See Director's report section.)

Correspondence: Thank you note to Trustees for hosting Staff Reception and for expression of sympathy.

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth gave each Trustee a copy of the Audit Report and a projected Budget Proposal for 2012 with

explanations of the rationale used for various categories.

Pearlann gave a recap of the Finance Committee Mtg of 9/26/11 and presented the minutes of that meeting where by Trustees reviewed check registers and payment logs verifying that every check number is accounted for. Minutes for this meeting were prepared by Pearlann and presented to the Board of Trustees for approval. A motion to approve these minutes was made by Christine with a 2nd by Peg and approved by all.

Personnel: Peg, Rose, Christine

Finance: Bill, Rose, Pearlann

Bylaws: Anne, Pearlann, Frank

Building: Bill, Christine, Frank

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: Anne, Peg, Kathleen

Scholarship: NA

Old Business:

-Generator & Issues: Seth noted that bids for the generator project were received and reviewed with disqualifying omissions noted on at least one submission. Initially, it was felt that project should be awarded to a vendor submitting a complete proposal a resolution for the Trustees approval based on this opinion was prepared for Trustee approval and signature but also should be reviewed by Library attorney Kathy Biehl to ensure accuracy and certification that funds are available. Motion made by Rose with 2nd by Frank and approval by all.

-Library Entrance: Jason Nicols and Randy Speer presented concepts for this enhancement and renovation project along with preliminary cost estimates and layouts and opened the project up to questions from Trustees and guests. It was noted that once underway the project would take about 3 months to complete and Library entrance would be restricted at times during this period requiring use of side doors etc.

New Business:

-2012 Budget Proposal: Proposal presented by Seth to all Trustees for review at the next meeting of Trustees.

-Bylaws Committee: Pearlann gave committee members material for their review prior to a committee meeting scheduled for 10/20/11.

-New Project: Seth noted it was time to begin a review of any new project to be considered for the future to ensure they are or can be included in the Capital Budget allocation.

Closed Session: Motion to move to closed session made at 5:00 PM by Rose with 2nd by Christine. Motion to leave closed session made at 5:10 PM by Rose with 2nd by Christine.

Announcements: NA

Next Meeting: November 15, 2011 at 4PM

Adjournment: At 5:15PM motion to close meeting made by Rose, 2nd by Christine. Approved by all. Moved to Training video for Trustees.

Respectfully Submitted: Bill Craig