

# Board of Trustees Meeting Minutes

Prepared: December 18, 2011

Meeting of: November 15, 2011

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, November 15, 2011 commencing at 4:02 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

## Roll Call of Trustees:

Rose Lange, Christine Williams-excused, Kathy Fuchs, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Margaret Holbrook, Seth Stephens.

**Guests:** Nancy Chamberlain, Sandy Cale, Kathy Biehl

**Approval of Agenda:** Motion to approve agenda made by Rose with 2<sup>nd</sup> by Frank. Approved by all. Note: Trustees moved to Closed Session at 4:07PM returning to regular meeting agenda at 4:28 PM

**Approval of Minutes of Previous Meeting:** Motion to approve minutes of the last meeting, made by Pearlann with 2<sup>nd</sup> by Peg. With two corrections 1-Add Frank as Special Meeting attendee and 2- use "there" instead of "they" and delete "e.g." from second sentence under "Generator Project".

**Treasurer's Report:** Given by Rose. Motion to approve made by Bill; 2<sup>nd</sup> by Frank and approved by all.

## Jefferson Township Public Library Balance Sheet as of 10/31/2011.

### Current Period Balance

Cash Drawer		\$	30.00
Statement Savings 990500479			972,440.56
Checking Account 553006674			1,000.00
Petty Cash 553006666			154.97
Other			0.00
<b>Total Cash</b>		<b>\$</b>	<b>973,625.53</b>

**Bills to be approved for payment:** Bills reviewed. A motion to approve bills for payment was made by Pearlann with 2<sup>nd</sup> by Peg. Approved by all,

**Public Portion:** NA

**Correspondence:** NA

## Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members.

Seth advised Ann that her appointment as Trustee replacing the unfinished term of Lorrie Hardy expires on 12/31/11 and she needed to send the Mayor a letter of interest in continuing as a

Trustee. It was also noted that the Library and particularly the Library staff were commended for their response and help to community residents who, because of the October storm and power outages, came to the Library for a spot to seek shelter, warmth and recharge cell phones etc. It was suggested that in the future the Library consider extending hours under emergency situations but basically, the Library hours on most days already extend to 9PM except Saturday and Sunday. Seth also reported that the National Executive Service Corp. has a volunteer available that will help review options regarding retiree benefits e.g. health insurance. Seth and Michael must first meet with this volunteer on the project but Library Attorney Kathy Biehl was asked to research the issue as well.

-Michael noted that the Library/Trustees should once again consider how to involve High School Students in ideas, suggestions etc on the improvements or additions regarding the delivery of services to this group.

**Personnel:** Peg, Rose, Christine

**Finance:** Bill, Rose, Pearlann

**Bylaws:** Anne, Pearlann, Frank-Met 10/23/11 revisions discussed to be given to Trustees.

**Building:** Bill, Christine, Frank

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** Anne, Peg, Kathleen

**Scholarship:** NA

#### **Old Business:**

-2012 Budget Proposal: Proposal presented by Seth to all Trustees at last meeting for review at this meeting but tabled for December Trustees Meeting.

-Bylaws Committee: Pearlann gave all Trustees a copy of the revised by-laws proposed by the By-laws committee for review at a Trustee future meeting.

-Officers for 2012: Pearlann served as a nominating committee and presented a Slate of Board of Trustee Officers for 2012. To be voted on at December Trustee meeting.

#### **New Business:**

-Generator: Bid process. Frank read a resolution (attached as a separate document) regarding the Generator bids and made a motion to approve the resolution which was 2<sup>nd</sup> by Pearlann, discussed and approved by all. It was noted that the time period to rebid was 60 days from 10/12/11. Library Attorney, Kathy Biehl recommended that the Trustees reconsider the amount allocated for this project seeing that the new process will start in a new budget year. Thus, the Trustees should look at the revised Request for Proposal (RFP) with emphasis on the timeline, costs etc.

**Closed Session:** Motion to move to closed session made at 4:07 PM by Pearlann with 2<sup>nd</sup> by Frank. Motion to leave closed session made at 5:10 PM by Pearlann with 2<sup>nd</sup> by Frank.

**Announcements:** NA

**Next Meeting:** December 20, 2011 at 4PM

**Adjournment:** At 5:10 PM motion to close meeting made by Rose, 2<sup>nd</sup> by Bill. Approved by all.

**Respectfully Submitted:** Bill Craig