

Jefferson Township Public Library
 December 12, 2016
Meeting of: November 15, 2016

Announcement of Sunshine Compliance: This regular meeting for Tuesday, November 15, 2016 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-Absent, Rose Lange, Dr. Patrick Tierney, Seth Stephens-Library Director, Michael Stewart, Christine Williams.

Roll Call of Trustees:

	Yes	Absent
<i>Anne Augustyn</i>	x	
<i>Frank Bagnati</i>	x	
<i>Bill Craig Sr.</i>		x
<i>Margaret Holbrook</i>	x	
<i>Rose Lange</i>	x	
<i>Michael Stewart</i>	x	
<i>Dr. Patrick Tierney</i>	x	
<i>Lary Wasserman</i>	x	x
<i>Christine Williams</i>		
<i>Seth Stephens-Library Director</i>	non- voting	

Approval of Agenda: Motion to approve was made by Frank with 2nd by Rose

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			
<i>Frank Bagnati</i>	x			
<i>Bill Craig Sr.</i>				x
<i>Margaret Holbrook</i>	x			
<i>Rose Lange</i>	x			
<i>Michael Stewart</i>	x			
<i>Dr. Patrick Tierney</i>	x			
<i>Lary Wasserman</i>	x			
<i>Christine Williams</i>				x
<i>Seth Stephens-Library Director</i>	non- voting			

Approval of Minutes of Previous Meeting: Motion to approve made by Rose with 2nd by Frank and approved. (See Below):

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			
<i>Frank Bagnati</i>	x			
<i>Bill Craig Sr.</i>				x

<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Dr. Patrick Tierney</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	

Approved with correction on page 3, Reports section, last paragraph 4th line should read “is updatable” rather than “inoperable and updated”

Rose

Treasurer’s Report: Read by Frank. Motion to approve made by Peg and Rose and approved by all: (See Below)

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 10/31/16

CURRENT PERIOD BALANCE

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 622,200.16
Checking Account (553006674)	\$ 1,000.00
Petty Cash (553006666)	\$ 196.58
Other	\$ 0.00
Total Cash	\$ 623,426.74

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>			
<i>Frank Bagnati</i>	<i>x</i>			
<i>Bill Craig Sr.</i>				<i>x</i>
<i>Margaret Holbrook</i>	<i>x</i>			
<i>Rose Lange</i>	<i>x</i>			
<i>Michael Stewart</i>	<i>x</i>			
<i>Dr. Patrick Tierney</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: Some questions/clarifications raised by Lary. All answered by Seth. Motion to approve bills for payment made by Peg with 2nd by Frank and approved as follows:

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>			
<i>Frank Bagnati</i>	<i>x</i>			
<i>Bill Craig Sr.</i>				<i>x</i>
<i>Margaret Holbrook</i>	<i>x</i>			

<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Dr. Patrick Tierney</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: NA

Reports of director, officers, and standing committees: Seth sends his full “Director’s Report” to all Trustees and the Township Administration and Council Members each month.

Seth Presented his report. He spoke about applying for a Community Development Block Grant (CDBG) to bring the ramp in the front of the building into compliance with ADA standards. He said that he is being assisted by Ed Haack the Township Engineer.

Michael asked Seth to provide a report on the usage of electronic materials at the next Trustee meeting. He also suggested that the Library look into asking the County Prosecutor’s office to conduct a security assessment of the library. There was also a discussion of the feasibility of installing an additional emergency exit.

COMMITTEES: There was a review of the committee assignments

Personnel:

Finance: Bylaws:

Building & Grounds: Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

New Business: Michael reminded the Trustees that we needed to hold elections next month.

Anne asked about the use of the exhaust fan in the staff room.

Seth discussed redoing the salary scales. The current ranges had not been reviewed in recent years. In October, he did a brief survey of public libraries that are civil service and compared salaries for job titles. Seth said that many of the staff are at the mid point or end of their range. Changes to the current ranges would have a reciprocal effect and possibly exceed our current budget. Seth said he would continue to work on the ranges.

Discussion of the next meeting date: There was a motion to move the meeting to 12/13/16.

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	<i>x</i>			
<i>Frank Bagnati</i>	<i>x</i>			
<i>Bill Craig Sr.</i>				<i>x</i>
<i>Margaret Holbrook</i>	<i>x</i>			

<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Dr. Patrick Tierney</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	

Closed Session:

Announcements: NA

Next Meeting: December 12, 2016 at 4:00 PM. There will be a holiday celebration for the Trustees and the Library Staff at 3:00pm.

Adjournment: 5:00pm