

Jefferson Township Public Library
Prepared: December 6, 2015
Meeting of: November 17, 2015

Announcement of Sunshine Compliance: This emergency meeting for Tuesday, November 17, 2015 commencing at 4:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act

Roll Call of Trustees:

	Attending
Anne Augustyn	x
Frank Bagnati	x
Bill Craig Sr.	x
Donna DeGennaro	x
Margaret Holbrook	excused
Joseph Kraemer	excused
Rose Lange	x
Michael Stewart	x
Christine Williams	excused
Seth Stephens-Library Director	non- voting

Approval of Agenda: Motion to approve was made by Bill with 2nd by Rose and approved (See below):

Roll Call of Trustees:

	Yes	NO	Abstain
Anne Augustyn	x		
Frank Bagnati	x		
Bill Craig Sr.	x		
Donna DeGennaro	x		
Margaret Holbrook	excused		
Joseph Kraemer	excused		
Rose Lange	x		
Michael Stewart	x		
Christine Williams	excused		
Seth Stephens-Library Director	non- voting		

Approval of Minutes of Previous Meeting: Motion to approve Minutes for Mtg of 10/20/15 with one correction: to note omission of discussion about donations to community groups and policy for voting and the Minutes for Emergency Mtg of 11/3/215 made by Rose with 2nd by Frank approved (See below):

Roll Call of Trustees:

Yes	NO	Abstain
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Anne Augustyn	x
Frank Bagnati	x
Bill Craig Sr.	x
Donna DeGennaro	x
Margaret Holbrook	excused
Joseph Kraemer	excused
Rose Lange	x
Michael Stewart	x
Christine Williams	excused
Seth Stephens-Library Director	non- voting

Treasurer’s Report: Read by Frank with motion to approve Treasurer’s Report made by Bill with 2nd by Rose. Approved. (See Below):

Jefferson Township Public Library Balance Sheet as of 10/31/2015

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		597,493.85
Checking Account 553006674		1, 000.00
Petty Cash 553006666		129.12
Other		0.00
Total Cash	\$	588,652.97

Roll Call of Trustees:

	Yes	NO	Abstain
Anne Augustyn	x		
Frank Bagnati	x		
Bill Craig Sr.	x		
Donna DeGennaro	x		
Margaret Holbrook	excused		
Joseph Kraemer	excused		
Rose Lange	x		
Michael Stewart	x		
Christine Williams	excused		
Seth Stephens-Library Director	non- voting		

Bills to be approved for payment: Motion to approve bills for payment made by Bill with 2nd by Rose. (See below):

Roll Call of Trustees:

	Yes	NO	Abstain
Anne Augustyn	x		
Frank Bagnati	x		
Bill Craig Sr.	x		
Donna DeGennaro	x		

Margaret Holbrook	excused
Joseph Kraemer	excused
Rose Lange	x
Michael Stewart	x
Christine Williams	excused
Seth Stephens-Library Director	non- voting

Public Portion & Guests: NA

Correspondence: Thank you note from Recreation Dept.

Reports of director, officers, and standing committees: Seth sends a full Directors report to Township Administration and Council members each month. Seth reported that the specifications for the Portico Project was received and being reviewed by the Library Attorney with further research and review on the issue of contractor bonding issues e.g. Surety Bond and Maintenance Bonding needed. Basically, what level/types of bonding are required and at what amount. Bonding issues must be reviewed prior to finalizing and releasing the Request for Proposal (RFP). In consideration of all the recent and probably future major purchasing decisions to be considered Seth requested approval for attendance in a Rutgers certification-Qualified Purchasing Agent (QPA)- Additional information to be presented and reviewed at next Trustee Meeting.

Committees:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarship:

Old Business:

-Election of Officer: Postponed for discussion and voting at next meeting.

-Review of Policies: to begin with January Meeting

-Library Donation Process: Lengthy discussion on the process for reviewing donation requests and ensuring that existing policy is followed, with consideration before voting being given to the Library Budget and Budget constraints etc.

New Business: NA

Closed Session: NA

Announcements: NA

Next Meeting: December 8, 2015 at 3:30 PM

Adjournment: At 5:34 PM a motion to close the meeting was made by Frank, 2nd by Rose and approved. (See below):

Roll Call of Trustees:

	Yes	NO	Abstain
Anne Augustyn	x		
Frank Bagnati	x		
Bill Craig Sr.	x		
Donna DeGennaro	x		
Margaret Holbrook	excused		
Joseph Kraemer	excused		
Rose Lange	x		
Michael Stewart	x		
Christine Williams	excused		
Seth Stephens-Library Director	non- voting		

Respectfully Submitted: Bill Craig Sr.