

Jefferson Township Public Library  
Prepared: December 14, 2013  
**Meeting of:** November 19, 2013

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, November 19, 2013 commencing at 4:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

**Roll Call of Trustees:**

Rose Lange, Christine Williams-excused, Joseph Kraemer, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Seth Stephens-Library Director.

**Approval of Agenda:** Motion to approve was made by Bill with 2<sup>nd</sup> by Anne and approved by all.

**Approval of Minutes of Previous Meeting:** Motion to approve minutes of the last meeting made by Rose with 2<sup>nd</sup> by Frank. Approved by all.

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

**Jefferson Township Public Library Balance Sheet as of 10/31/2013**

**Current Period Balance**

Cash Drawer	\$	30.00
Statement Savings 990500479		897,819.96
Checking Account 553006674		740.00
Petty Cash 553006666		98.21
Other		0.00
<b>Total Cash</b>		<b>898,688.37</b>

**Bills to be approved for payment:** Motion to approve made by Pearlann, 2<sup>nd</sup> by Peg. Approved by all.

**Public Portion & Guests:** Sandy Cale

**Correspondence:** NA

**Reports of director, officers, and standing committees:**

A Full Director's report was sent separately by Seth to all Trustees and Council members. Seth reviewed a note from attorney Kathy Biehl regarding options for pursuing recovery of amount owed on restroom restoration as a fiduciary obligation on behalf of the community. Pearlann made a motion with a 2<sup>nd</sup> by Bill authorizing our Attorney to continue to pursue obtaining a lien against the vendor/company not to exceed an expense of \$300. Seth also reported on an issue in the Library regarding the behavior incident and presented an addition to the new policy regarding behavior guidelines for caregivers. After some discussion it was suggested that the Library

attorney be asked for an opinion on the best procedure and items to consider in pursuit of such a policy. Seth also reviewed items on the proposed budget particularly an auditor's guideline that the Library can only reserve funds for capital projects not items like sick/pay leave which can only be considered as an expense from the operating budget. Thus for this budget the Library should ask for funding based on the previous formula less the accrued compensation amount carried under capital reserve. With this in mind, Seth will have a revised budget proposal for the December Trustee meeting

**Personnel:** NA

**Finance:** NA

**Bylaws:** NA

**Building:** NA

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** Trustees asked to review policies on an ongoing basis

**Scholarship:** NA

**Old Business:**

-Fire Suppression System: Frank asked status of this project and Seth reported that the Township DPW is now involved. Additional updates to follow.

-Use of Weldon Road Bulletin: Still awaiting guidelines on usage.

**New Business:**

-Use of Weldon Road Bulletin: Ann asked if there was any policy or guideline in place regarding postings/listings on this board. It was agreed that this item and the process for reviewing listings will be discussed in detail at a future meeting.

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** December 17, 2013 at 4:00 PM

**Adjournment:** At 4:50 PM motion to close meeting made by Bill, 2<sup>nd</sup> by Rose  
. Approved by all.

**Respectfully Submitted:** Bill Craig