

Jefferson Township Public Library
December 6, 2018
Meeting of: November 20, 2018

Announcement of Sunshine Compliance: This regular meeting for Tuesday, November 20, 2018 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, Rose Lange, Jeanne Howe, Michael Stewart, Lary Wasserman, Christine Williams, Seth Stephens-Library Director.

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>Jeanne Howe</i>	x	
<i>Christine Williams</i>	x	
<i>Lxary Wasserman</i>	x	
<i>Seth Stephens-Library Director</i>	non- voting	

Approval of Agenda: Motion to approve was made by Christine with 2nd by Peg and approved as follows:

	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>Jeanne Howe</i>	x		
<i>Lary Wasserman</i>	x		
<i>Christine Williams</i>	x		
<i>Seth Stephens-Library Director</i>	non- voting		

Approval of Minutes from Last Meeting: Motion to approve, with one (1) correction Date of Balance Sheet Report was omitted should be September 30, 2018, was made by Rose with 2nd by Anne 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>Jeanne Howe</i>	<i>x</i>	
<i>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>		<i>Abstain-excused from Last Month's</i>
<i>Seth Stephens-Library Director</i>	non- voting	

Treasurer's Report: Read by Frank. Motion to approve the report made by Bill with 2nd by Peg and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 10/31/18/18

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 335,215.35
Checking Account (553006674)	\$ 1000.00
Petty Cash (553006666)	\$ 120.96
Total Cash	\$ 336,366.31

	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>Jeanne Howe</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		

Bills to be approved for payment: Motion to approve bills for payment made by Peg with 2nd by Frank 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>Jeanne Howe</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		

Public Portion & Guests: NA

Correspondence: NA

Reports of director, officers, and standing committees: Seth sends a Director's report to the Mayor, Council and Trustees, Library Staff, etc. each month but Seth noted he put together a letter to the Mayor Elect Eric Wilsusen requesting a meeting to review future items e.g. recommitting Trustees, Mayor's Representative; Meeting attendance etc. Also, Seth has been asked to participate on the committee regarding the Inter Library Process and as a senior member of "MAIN" was asked and he accepted to be Vice President and President elect for this group 2019 . (Congratulations from all Trustees and we are sure he will do a great job on this very important program for our county and our Library). Seth suggested that Trustees may want to set up a special E-mail account dedicated to Library Business only and will ask the Library Attorney to review this and/or answer any questions or concerns that Trustees may have.. Assistance will be provided to those interested in pursuing this.

Michael noted that the Secretary should try to get the (Unapproved) minutes out within 12 days of the Trustee Meeting (which I will try to make a better effort at this in 2019).

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

-2019 Budget: Motion to approved the proposed Library budget for 2019 made by Lary with a 2nd by Christine and approved by all. 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>Jeanne Howe</i>		<i>x</i>
<i>Lary Wasserman</i>		<i>x</i>

-2019 Goals & Objectives: Lary discussed the process of setting up goals and objectives being driven by Trustees and input from Director etc which Trustees felt was already part of the

ongoing process but will review the process moving forward.

New Business:

-Use of personal e-mail for Trustee matters and OPRA raised by Michael and Seth (also noted above in Reports by Officers...): Further review and discussion may be needed depending on Trustee questions and need for assistance should any wish to pursue setting up a separate dedicated e-mail.

-2019 Officer Nominations:: Trustees agreed to stay in the same positions but formal nominations will be made and finalized at the next Trustee meeting as well as any input from the Directors review with the new Mayor.

- 2018 Holiday Staff Luncheon and Trustee Meeting (now both scheduled for 12/18/18 at 2 PM then 4 PM respectively)- Trustee support discussed and agreed upon.

Announcements: NA

Next Meeting: December 18, 2018 4:00 PM.

Adjournment: A motion to close the meeting at 5:35 PM was made by Rose with 2nd by Christine 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>Jeanne Howe</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		

Respectfully Submitted: Bill Craig Sr.

