

Jefferson Township Public Libr
 February 19, 2018
Meeting of January 16, 2018

Announcement of Sunshine Compliance: This regular meeting for Tuesday, January 16, 2018 commencing at 4:05 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, Dr. Patrick Tierney-Excused, Michael Stewart, Lary Wasserman, Christine Williams, Seth Stephens-Library Director.

Roll Call of Trustees:

	Yes	Absent/Excused
<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	

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

	Yes	NO	Absent/Excused
<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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Approval of Minutes from Last Meeting: Motion to approve minutes with 2 spelling corrections under New Business Section- Security Camera 1: s/b Prosecutor's Office and 2: s/b oversight was made by Christine with 2nd by Rose and approved as follows:

	Yes	NO	Absent/Excused
<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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Treasurer's Report: Read by Frank. Seth noted these numbers do not represent the final year and numbers due to additional input pending. A motion to approve the interim report made by Bill with 2nd by Peg and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 12/31/17

(Not Final)

CURRENT PERIOD BALANCE

Cash Drawer	\$	30.00	
Statement Savings (990500479)	\$	421,497.66	
Checking Account (553006674)	\$	1,000.00	
Petty Cash (553006666)	\$	250.00	
Other	\$		0.00
Total Cash	\$	422,777.66	

	Yes	NO	Absent/Excused
<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>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 Bill with 2nd

by Peg and approved as follows:

	Yes	NO	Absent/Excused
<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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Public Portion & Guests: Bob Birmingham, Sandy Cale, Christine Kabshura

Correspondence: Thank you notes for Trustee support of Holiday event.

Reports of director, officers, and standing committees: Seth sends a Directors report to the Mayor, Council and Trustees etc. each month but highlighted some items on that report. He noted that the Inter-Library Loan Delivery of items such as inter-library loan books was experiencing delivery problems e.g. eextensive delays and delivery of books and a new contract/vendor was being worked on by Library-Link NJ -the group that overseas this delivery system. Seth is also working on issues regarding a leaking water fountain and seeking a plumber to make repairs; also, he needs to check to ensure the Library is included on the Townships message/e-mail list to ensure the Library is not missing items of importance involving the Township Municipal Complex etc. and the on the library as well; Jason is still working on drawings for the Portico renovation plus Seth is initiating a review of possible grant applications for help with additional improvements at the Library

COMMITTEES:

Personnel:

Finance: .

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

Salary Plan: Revised Plan with Minimum/Maximum ranges (based on comparisions with Civil Service Library Positions previously submitted to Trustees) given to Trustees.

-New Business

Scholarship Application Process: Preparations beginning for the 2018 scholarship process.

2018 Holiday Closings: Seth submitted the proposed schedule for the Holidays and Closing times and dates to be observed at the Library in 2018. List reviewed by Trustees and a motion to approve the schedule was made by Christine with a 2nd by Rose.

	Yes	NO	Absent/Excused
<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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Closed Session: At 5:00 PM a motion to enter a closed session was made by Christine with 2nd by Frank and subsequently at 5:20 PM a motion to leave the Closed Session was made by Christine with 2nd by Rose. Both motions approved by all as follows:

	Yes	NO	Absent/Excused
<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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Announcements: NA

Next Meeting: February 20, 2018 at 4:00 PM.

Adjournment: At 5:20 PM a motion to close the meeting was made by Rose with 2nd by Frank and approved as follows:

Yes	NO	Absent/Excused
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<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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Respectfully Submitted By:

Bill Craig