

Jefferson Township Public Library

Prepared: January 12, 2016

**Meeting of:** December 8, 2015

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, December 8, 2015 commencing at 3:30 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, Donna DeGennaro, Margaret Holbrook, Joseph Kraemer, Rose Lange (3:45), Seth Stephens-Library Director, Michael Stewart, Christine Williams.

**Approval of Agenda:** Motion to approve was made by Christine with 2<sup>nd</sup> by Joe with correction noted on start time actually 3:30 start not 4:00 as noted on agenda and approved by all. (See below).

**Roll Call of Trustees:**

	Yes	NO	Abstain	Absent
Anne Augustyn	x			
Frank Bagnati	x			
Bill Craig Sr.	x			
Donna DeGennaro	x			
Margaret Holbrook	x			
Joseph Kraemer	x			
Rose Lange	....Arrived 3:45			
Michael Stewart	x			
Christine Williams	x			
Seth Stephens-Library Director	non- voting			

**Approval of Minutes of Previous Meeting:** Motion to approve made by Joe with 2<sup>nd</sup> by Anne and approved. (See Below)

	Yes	NO	Abstain	Absent
Anne Augustyn	x			
Frank Bagnati	x			
Bill Craig Sr.	x			
Donna DeGennaro	x			
Margaret Holbrook	x			
Joseph Kraemer	x			
Rose Lange	....Arrived 3:45			
Michael Stewart	x			
Christine Williams	x			
Seth Stephens-Library Director	non- voting			

**Treasurer's Report:** Motion to approve made by Bill with 2<sup>nd</sup> by Anne and approved. (See

Below)

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 11/30/15**

CURRENT PERIOD BALANCE

<b>Cash Drawer</b>	<b>\$ 30.00</b>
<b>Statement Savings (990500479)</b>	<b>\$ 757,348.12</b>
<b>Checking Account (553006674)</b>	<b>\$ 1,000.00</b>
<b>Petty Cash (553006666)</b>	<b>\$ 225.00</b>
<b>Other</b>	<b>\$ 0.00</b>
<b>Total Cash</b>	<b>\$ 758,603.12</b>

	Yes	NO	Abstain	Absent
Anne Augustyn	x			
Frank Bagnati	x			
Bill Craig Sr.	x			
Donna DeGennaro	x			
Margaret Holbrook	x			
Joseph Kraemer	x			
Rose Lange	....Arrived 3:45			
Michael Stewart	x			
Christine Williams	x			
Seth Stephens-Library Director	non- voting	.		

**Bills to be approved for payment:** Motion to approve bills for payment made by Christine with 2<sup>nd</sup> by Peg and approved as follows:

	Yes	NO	Abstain	Absent
Anne Augustyn	x			
Frank Bagnati	x			
Bill Craig Sr.	x			
Donna DeGennaro	x			
Margaret Holbrook	x			
Joseph Kraemer	x			
Rose Lange	....Arrived 3:45			
Michael Stewart	x			
Christine Williams	x			
Seth Stephens-Library Director	non- voting	.		

**Public Portion & Guests:** Jay Dunham, Bob Birmingham, Sandy Cale, Jason Nicholas-Architect

**Correspondence:** Donation Request from Recreation Dept. Gazebo Committee regarding a donation toward the 2016 Gazebo Concerts. See New Business

**Reports of director, officers, and standing committees:** Seth sends his full "Director's Report"

to the Township Administration and Council Members each month. Seth reviewed the various Insurance Coverage and Amounts that should be included in the Portico Project bidding process which include General Liability; Automotive Liability and a Maintenance Bond. Seth also noted that the new HVAC system was installed on 11/17/15 and is working well. Seth provided a draft of an Education Assistance Policy for review by the Trustees and noted the details of his request for approval to participate in the Qualified Purchasing Agent (QPA) certification program offered by Rutgers.

**COMMITTEES:**

**Personnel:**

**Finance:**

**Bylaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarship:**

**Old Business:**

-Review of Policies: Anne to start a preliminary review of policies and as necessary make revision/review recommendations for further consideration/action by the Trustees.

-Portico Project: Jason Nicholas reviewed the project and the bid preparation process. He is working with Seth on the bid package for presentation to the Township around 12/14/15 with the goal of completing and announcing the RFP/Bid by mid-January with a bid due date in mid-February. It was requested that Jason submit a proposal to the Trustees which allow him to work as project manager and included suggestions for including structural engineer in the process.

-Election of Officers: A motion was made by Joe with a 2<sup>nd</sup> by Rose to nominate the current officers to continue to serve in the same capacity for 2016. All current officers agreed to continue. Michael Stewart, President; Christine Williams, Vice President; Frank Bagnati, Treasurer; Bill Craig, Recording Secretary. The Secretary cast a vote for approval of the slate as proposed and was approved as follows:

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

**New Business:**

-Educational Certification: Received and reviewed a detailed request from the Director to participate in the Rutgers Qualified Purchasing Agent Certification (QPA) Program. A motion was made by Bill with a 2<sup>nd</sup> by Joe to approve the request for participation in the QPA program and approved as follows:

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

-MAIN Membership Agreement : This agreement allows participating libraries to share services and is a cost effective method of increasing availability of materials for our community residents with other participating libraries. A motion to approve membership in MAIN for 2016 was made by Peg with 2<sup>nd</sup> by Joe and approved as follows:

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

-Gazebo Concert Committee Donation Request: Trustees received a request for a donation to continue to support this program in 2016. Trustees agreed to review the program and consider the level of support with consideration being given to budget/funds available and tying in with opportunities for promoting/marketing library programs and services.

-Education Assistance Policy: Proposal submitted by Seth to be rewritten and resubmitted to Policy Committee and Trustees for further review and implementation.

**Closed Session: NA**

**Announcements:** Michael on behalf of all the Trustees thanked Joe Kraemer for his role and time spent with us as a Trustee and wish him well as he moves on to new endeavors. Thanks Joe and all the best.

**Next Meeting:** January 19, 2016 at 4:00 PM

**Adjournment:** At 5:00 PM a motion to close the meeting was made by Joe, 2<sup>nd</sup> by Rose and approved as follows:

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

**Respectfully Submitted:** Bill Craig Sr.