

Jefferson Township Public Library  
 January 12, 2018  
**Meeting of December 11, 2017**

**Announcement of Sunshine Compliance:** This regular meeting for Monday, December 11, 2017 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, Dr. Patrick Tierney, 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 was made by Christine with 2nd by Annel 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 was made by Christine with 2nd by Frank 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. Motion to approve the report made by Peg 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		

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 11/30/17**  
CURRENT PERIOD BALANCE

<b>Cash Drawer</b>	\$	<b>30.00</b>	
<b>Statement Savings (990500479)</b>	\$	<b>478,137.75</b>	
<b>Checking Account (553006674)</b>	\$	<b>1,000.00</b>	
<b>Petty Cash (553006666)</b>	\$	<b>103.35</b>	
<b>Other</b>	\$		<b>0.00</b>
<b>Total Cash</b>	\$	<b>479,271.10</b>	

**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:** Nancy Chamberlain; Kathy Biehl, Attorney; Jay Dunham: Bob Birmingham

**Correspondence:** NA

**Reports of director, officers, and standing committees:** Seth sends a Directors report to the Mayor, Council and Trustees etc. each month but highlighted items on that report.

**COMMITTEES:**

**Personnel:**

**Finance: .**

**Bylaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

**Old Business:**

**Election of Officers:** With no new nominations or nominations from the floor, the Trustees proposed and nnominated all current Officers to continue in their positions for 2018 and all agreed. The Secretary made a motion and cast one ballot for the election of officers for 2018 and the motion was 2nd by Rose with President: Michael Stewart; Vice President: Christine Williams; Treasurer: Frank Bagnati; Secretary: William Craig, Sr 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

**Book Drop Box:** Lary noted again the need for book drops around the Township to provide a convenient way for residents to return items to the Library. Seth agreed to look into the pros and cons of expanding sites (There is still one at the former Pathmark site on Route 15) with consideration given to use of the current site, utilization and impact of staff time, and reducing the opportunity for people to come to the Library to return an item then utilize other service as well as get more books, CD's etc.

**-New Business**

**Security Camera Attorney Review:** In a requested review of security items to consider for the Library that was prepared by the Morris Co. Prosecutor's Office it was proposed the one element to consider was installation of Security Cameras within the Library. The Trustees requested an attorney review of this item and Kathy Biehl the Library Attorney gave a detailed review of the pros and cons of this recommendation and answered all the questions proposed by the Trustees. Basically, it was agreed installation of internal cameras in the Library would lead to the need for much more oversight to e.g. ensure privacy, additional need for record keeping, monitoring and controls beyond whatever benefit may be perceived over the security policies already in place. Also, someone would need to be assigned to monitor the cameras, comply with any legal inquiries etc. Thus, the Trustees thought it best to ask the Township what might already be in place outside the Library to e.g. monitor the property in the Municipal Building Complex area. Trustees will continue to review the entire proposal, seek attorney review as needed or as legal questions arise and implement essential items as deemed necessary.

**Salary Policy Review:** Proposal made to review salary/incentive policies for Libraries and State agencies. Michael will follow up on this for the Trustees.

**-Closed Session:** NA

**Announcements:** NA

**Next Meeting** January 16, 2018 at 4:00 PM.

**Adjournment:** At 5:15 PM a motion to close the meeting was made by Bill with 2<sup>nd</sup> by Frank 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	