

Jefferson Township Public Library

## Board of Trustees Meeting Minutes

Prepared: January 15, 2012

Meeting of: December 20, 2011

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, December 20, 2012 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, Kathy Fuchs-excused, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Sandy Cale, Director, Seth Stephens.

**Guests:** Sandy Cale, Nancy Chamberlain, Kathy Biehl, Jay Dunham .

**Approval of Agenda:** Motion to approve agenda made by Christine, 2<sup>nd</sup> by Peg. Approved by all.

**Approval of Minutes of Previous Meeting:** Motion to approve minutes of the last meeting made by Peg with 2<sup>nd</sup> by Frank. With one correction "end time for closed session should be 4:28 PM not 5:10PM" Approved by all.

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

### Jefferson Township Public Library Balance Sheet As of 11/30/2012

#### Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		914,344.63
Checking Account 553006674		1,000.00
Petty Cash 553006666		38.94
Other		0.00
<b>Total Cash</b>	<b>\$</b>	<b>915,413.57</b>

**Bills To Be approved for payment:** Motion to approve made by Christine; 2<sup>nd</sup> by Bill. Approved by all.

**Public Portion & Guests:** Jay Dunham, Kathy Biehl, Nancy Chamberlain, Sandy. Note: Meeting open to all and in the past, Trustees have stated that meeting times can be changed to accommodate community requests.

**Correspondence:** NA

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

Full Director's report sent separately by Seth to all Trustees and Council. Seth reported on his research regarding the Public Employee Retirement System options particularly giving an update on the questions raised regarding retiree health benefits for library staff to ascertain the most equitable way to ensure the staff is covered properly and determine future impact on the budget/allocation process. Basically, at present, if the Library does nothing, by default staff members are covered by the Township Policy. The Library could consider special programs but then would probably have to assume the entire administration of payroll, and all benefits. Library attorney reviewed and explained the various options for Trustee consideration as noted e.g. set up a separate program or follow what the Township does. While the basic feeling was to follow the Township, Seth was asked to do additional research with the Township, Library Attorney and other libraries on requirements for Part Time Staff; practices at other Libraries; Sec 115 Trusts etc.

Michael asked Jay Dunham, Council representative to the Library, about the Township process. Mr. Dunham noted there was some consideration about extending contracts but that it would be best for the Library to keep in touch with and work closely with the Township on this issues and future implications.

Christine asked Seth why his report reflected that the number of attendees was less than items borrowed and basically it is because of computer usage, e-readers etc.

**Personnel:** NA

**Finance:** NA.

**Bylaws:** NA

**Building:** NA.

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** NA

**Scholarship:** NA

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**Old Business:**

-By-Laws Revision: By-laws revisions presented by Pearlann, reviewed by Trustee with a motion made by Rose with 2nd by Peg to approve by-laws as presented and approved by all after discussion.

-Officers for 2012: Pearlann presented the slate of Officers: President: Michael Stewart; Vice President: Christine Williams; Secretary: Bill Craig; Treasurer: Frank Bagnati. All officers agreed to serve. Motion made by Peg to close, accept nominations as presented was approved by all. Rose made a motion to approve all officer nominations with 2nd by Peg and approved by all.

**New Business:**

-2012 Library Budget: Seth presented the proposed Library budget for 2012. Trustees reviewed, discussed, and approved the budget as presented with minor notations.

**Closed Session:** At 5:42 PM a motion to move to closed session was made by Christine with 2nd by Rose and approved by all. Motion to leave closed session was made at 5:48 PM by Rose with 2nd by Frank and approved by all.

**Announcements:** NA

**Next Meeting:** January 17, 2012 at 4 PM

**Adjournment:** At 5:50 PM motion to close meeting made by Rose, 2<sup>nd</sup> by Bill. Approved by all.

**Respectfully Submitted:** Bill Craig