

REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
JUNE 18, 2012
CARLIN ROOM
5:00 P.M.

The Regular Meeting was called to order at 5:05 p.m. by Polichene with the following members present: Polichene, Savako, Walz and Moser. Cimino arrived at 5:08 p.m. Hall and Ribelin were absent. Also present were Cass Owens, Director and René Heitkamp, Fiscal Officer

AGENDA APPROVAL: to approve the agenda as presented.

Moser made a motion and Walz seconded.

4 aye; 0 no; 3 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

Res#64-12 MINUTES APPROVAL: to approve the minutes of the May 21, 2012 Regular Meeting as presented.

Savako made a motion and Moser seconded.

4 aye; 0 no; 3 absent; 0 abstain

FISCAL OFFICER: Heitkamp reported that she will continue to ask for tax advances and find places to invest.

Res#65-12 6-A Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report and Financial Summary for May 2012 as presented.

Cimino made a motion and Walz seconded.

5 aye; 0 no; 2 absent; 0 abstain

Res#66-12 6-A Gifts & Donations: to accept donations in the amount of \$380.63 as presented.

Savako made a motion and Cimino seconded.

5 aye; 0 no; 2 absent; 0 abstain

Discards: None

DIRECTOR

Monthly Report 6-B

Statistics

Owens recommended that the Board should pay attention to the Holdings statistics. The library is running out of space for new materials even with weeding.

May 2012 6-C

Circulation by Month & Year 6-D

Sunday Circulation 6-E

Department Reports

Children's Department 6-F

Reference Department 6-G

Computer Services 6-H

Circulation Department – Meeting rooms 6-I

Announcements

Owens reported on the Sunday circulation at the Kent library. Owens recommended to the Board that when considering hours for 2013 they need to discuss year-round Sunday hours.

Due to Penelope Tinker's upcoming retirement Owens reported that she will be looking at this position and the best way to provide coverage for the Reference desk and Technical Services.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not meet

FINANCE COMMITTEE: Did not meet

RECORDS RETENTION COMMITTEE: Did not meet

LONG RANGE PLANNING COMMITTEE: Did not meet

BUILDING AND GROUNDS COMMITTEE: Did not meet

PERSONNEL COMMITTEE: Met June 4, 2012 at 4:00 p.m.

NEW BUSINESS

Res#67-12
6-J

Staff Retirement: to accept the resignation due to retirement of Penelope Tinker from the part time position of Reference Librarian / Technical Services Cataloger effective July 31, 2012 or August 1, 2012 as stated in the attachment.

Moser made a motion and Cimino seconded.

5 aye; 0 no; 2 absent; 0 abstain

OLD BUSINESS

There was a discussion on an outreach program to schools and including pre-schools.

There was a discussion as to whether the library will participate in the upcoming Balloon-A-Fair parade. The possibility of including the Friends members and children in the parade was also discussed.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

There were no other items brought before the Board.

ADJOURNMENT

Cimino made a motion and Walz seconded that the meeting be adjourned at 6:15 p.m.

5 aye; 0 no; 2 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary