

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
DECEMBER 16, 2013
CARLIN ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:00 p.m. by Polichene with the following members present: Polichene, Cimino, Savako, Ribelin, Walz and Moser. Hall was excused. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer.

AGENDA APPROVAL: to approve the agenda as presented.
Cimino made a motion and Ribelin seconded
6 aye; 0 no; 1 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE none

MINUTES APPROVAL: to approve the minutes of the November 18, 2013 Regular Meeting as presented.
Res#102-13 Ribelin made a motion and Cimino seconded
6 aye; 0 no; 1 absent; 0 abstain

FISCAL OFFICER

Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report and Financial Summary for November 2013 as presented.
Res#103-13 Moser made a motion and Savako seconded
12-A 6 aye; 0 no; 1 absent; 0 abstain

Donations & Gifts: to accept donations in the amount of \$293.75 as presented.
Res#104-13 Moser made a motion and Savako seconded
12-A 6 aye; 0 no; 1 absent; 0 abstain

Discards: to discard item listed as presented.
Res#105-13 Cimino made a motion and Ribelin seconded
12-A 6 aye; 0 no; 1 absent; 0 abstain

Minimum Wage Increase: to comply with the State of Ohio minimum wage standard effective January 1, 2014 and implement an increase of the Library's minimum wage to \$7.95/hour. Employees currently making under that amount will receive a raise to \$7.95/hour effective January 1, 2014 and Personnel Policy 3.12 will be updated.
Res#106-13 Savako made a motion and Moser seconded
6 aye; 0 no; 1 absent; 0 abstain

Health Insurance Premiums for 2014:
Current Board Contribution is \$540.00 with a proposed increase for 2014 to \$743.00.

<u>Value Plan</u>	<u>Current Rates</u>	<u>Renewal Rate</u>	<u>% Increase</u>
Medical	\$547.99	\$700.96	25.85%
Dental	34.62	36.35	5.0 %
Vision	<u>5.26</u>	<u>5.26</u>	<u>0.0 %</u>
	\$537.22	\$742.57	30.85%

to approve the Ohio Plan Health Insurance rates and plans for all eligible employees for 2014. Full time employees (40 hrs./wk. +) will receive \$743.00 and part-time (25 hrs./wk. +) will receive \$371.50 per month toward the plan of their choice.

Moser made a motion and Savako seconded
6 aye; 0 no; 1 absent; 0 abstain

Cobra Agreement: to approve the Cobra Administration Services Agreement with Mutual Health Services as presented.
Res#108-13 Ribelin made a motion and Moser seconded
12-C 6 aye; 0 no; 1 absent; 0 abstain

DIRECTOR

Monthly Report 12-D

Statistics

November 2013 12-E (Page 1-8)

Circulation by Month & Year 12-F

Sunday Statistics 12-G

Department Reports

Children's Department 12-H

Outreach Services 12-I

Reference Department 12-J

Computer Services 12-K

Circulation Department – Meeting rooms 12-L

Announcements none

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: Did not meet

OLD BUSINESS

2014 Holidays: to approve that the Library will be closed on the following 2014 holidays:

Res#109-13

New Year's Day, Jan 1

Martin Luther King Day, Jan. 20

Easter Sunday, April 20 (not a pd. hol.)

Memorial Day, May 26

Independence Day, July 4

Labor Day, September 1

Columbus Day, Oct. 13 (Staff Dev. at KSU)

Thanksgiving Day, Nov. 27 (close 6 p.m. Wed. 26)

Christmas Eve, Dec. 24

Christmas Day, Dec. 25

New Year's Eve, Dec. 31

The Library will be open on Presidents' Day (Feb 18) and Veterans Day (Nov 11).

Cimino made a motion and Walz seconded

6 aye; 0 no; 1 absent; 0 abstain

Additional Staff Day Closings: to approve that the Library will be closed for half a day on February 7, 2014 and June 6, 2014 for Staff and Department meetings. The Library will be open from 1:00 p.m. to 6:00 p.m. on these dates.

Res#110-13

Ribelin made a motion and Savako seconded

6 aye; 0 no; 1 absent; 0 abstain

2014 Meeting Dates: to approve changing the Regular Board meetings to the third Wednesday of the month beginning in January 2014 and to set the following dates for the 2014 meetings:

Res#111-13

January 15; February 19; March 19; April 16; May 21; June 18; July 16; August 20; September 17;

October 15; November 19; December 17.

Cimino made a motion and Walz seconded

6 aye; 0 no; 1 absent; 0 abstain

Reorganizational Board Meeting: to approve holding the Reorganizational Meeting as a separate meeting on January 6, 2014.

Res#112-13

Cimino made a motion and Ribelin seconded

6 aye; 0 no; 1 absent; 0 abstain

NEW BUSINESS

Res#113-13
12-M

Meeting Room Policy: to approve the meeting room policy as presented effective January 2014.

Savako made a motion and Cimino seconded

6 aye; 0 no; 1 absent; 0 abstain

Set Date for Special Meeting—Trustees only—to discuss the performance appraisals for the Director and Fiscal Officer. Meeting date was set for 5:00 p.m. on Wednesday, February 5, 2014.

Review meetings with the Director and Fiscal Officer are scheduled for 4:00 p.m. and 4:30 p.m. on March 19, 2014 before the regular board meeting.

Attachment: job descriptions & appraisal forms

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD none

ADJOURNMENT

Ribelin made a motion and Cimino seconded that the meeting be adjourned at 5:50 p.m.

6 aye; 0 no; 1 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary