

**REED MEMORIAL LIBRARY
MINUTES
REORGANIZATIONAL MEETING
JANUARY 7, 2015
CARLIN ROOM
4:00 P.M.**

The Reorganizational Meeting was called to order at 4:18 p.m. by Cimino with the following members present: Cimino, Savako, Ribelin, and Courtney. Polichene and Moser were excused. Walz arrived at 4:30 p.m. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

AGENDA APPROVAL: to approve the agenda as presented.

Courtney made a motion and Savako seconded

4 aye; 0 no; 3 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: none

NOMINATIONS:

PRESIDENT: to nominate Ben Ribelin for President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2016.

Savako made a motion and Cimino seconded.

4 aye; 0 no; 3 absent; 0 abstain

VICE PRESIDENT: to nominate Frank Cimino for Vice President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2016.

Courtney made a motion and Ribelin seconded.

4 aye; 0 no; 3 absent; 0 abstain

SECRETARY: to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2016.

Ribelin made a motion and Courtney seconded.

4 aye; 0 no; 3 absent; 0 abstain

Res#1-15 **COMMITTEES:** to reestablish the following standing committees: Personnel Committee; Bylaws & Policy Committee; Buildings & Grounds Committee; Finance Committee; Long Range Planning Committee; PC Consortium Representatives; Records Retention Committee (as a Whole). Per Trustee Bylaws 7.3 Officers, Section 4: "The president shall...appoint all committees...".

Savako made a motion and Courtney seconded.

4 aye; 0 no; 3 absent; 0 abstain

Res#2-15 **APPOINT FISCAL OFFICER:** to appoint Renee' Heitkamp as Fiscal Officer of Reed Memorial Library until January 31, 2016.

Savako made a motion and Courtney seconded.

4 aye; 0 no; 3 absent; 0 abstain

Res#3-15 **APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy Arnoto as Deputy Fiscal Officer of Reed Memorial Library until January 31, 2016.

Cimino made a motion and Courtney seconded.

4 aye; 0 no; 3 absent; 0 abstain

Res#4-15 **BONDS:** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director, Fiscal Officer beginning February 1, 2015 until January 31, 2016 and for Deputy Fiscal Officer (January 1, 2015 until December 31, 2015).

Courtney made a motion and Cimino seconded.

4 aye; 0 no; 3 absent; 0 abstain

Res#5-15 **INVESTMENT POLICY:** to approve the Investment Policy as presented.

1-A Cimino made a motion and Savako seconded

5 aye; 0 no; 2 absent; 0 abstain

- Res#6-15** **PAYMENT OF BILLS:** to authorize the Fiscal Officer to pay the bills without prior approval by the Board during the year as long as they remain within the total appropriated amounts approved by the Board of Trustees and to present a report of those payments for each month at the next board meeting.
Courtney made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#7-15** **SUPPLEMENTAL APPROPRIATIONS:** to authorize the Fiscal Officer to make supplemental appropriations within funds as necessary to pay bills, keeping these amounts within the total amount appropriated for that fund
Savako made a motion and Courtney seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#8-15** **PETTY CASH/CASH ON HAND:** to reestablish petty cash at \$77.00 and cash on hand at \$173.00 (\$105 cash register + \$68 copier coin machines) for a total of \$250.00 for the year 2015.
Courtney made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#9-15** **REINVESTED INTEREST:** to reinvest interest earned by money held in the checking account to General Fund and all other interest/dividends earned to be reinvested in the Fund from which it is generated.
Walz made a motion and Courtney seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#10-15** **INSURANCE:** to approve payment of insurance premium for property and casualty for the building and contents, including boiler, for the term: February 10, 2015 to February 10, 2016 and Director and Fiscal Officer bonds for the term: February 1, 2015 to January 31, 2016; and Deputy Fiscal Officer's bond for term: January 1, 2015 until December 31, 2015
Savako made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#11-15** **REQUEST FOR ADVANCE OF TAXES COLLECTED:** to request that the Portage County Auditor issue a warrant upon the County Treasurer of said county, in favor of Renee' Heitkamp as Fiscal Officer of Reed Memorial Library in said county for all available Dollars, of the current collection of taxes assessed and collected for and in behalf of said Library, which shall be held and treated as an advance payment on the current collection of taxes due said Library at the Ensuing tax Settlement, 2015, as provided by law.
Cimino made a motion and Courtney seconded.
0 aye; 5 no; 2 absent; 0 abstain
- Res#12-15** **DISCARDS – LIBRARY MATERIALS:** to authorize the Director to discard unneeded library materials by donation to either "Friends of Reed Memorial Library" for their book sale or appropriate educational entities within Portage County for their use.
Cimino made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#13-15** **DISCARDS – DONATIONS:** to authorize the Director to discard unwanted donations by donation to either "Friends of Reed Memorial Library" for their book sale or appropriate educational entities within Portage County for their use.
Savako made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#14-15** **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.
Courtney made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#15-15** **HEALTH INSURANCE REPRESENTATIVE:** to appoint Renee' Heitkamp as the health insurance representative.
Walz made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#16-15 **FISCAL OFFICER AUTHORIZATION TO APPROVE GAS AND ELECTRIC CONTRACTS:** to authorize the Fiscal Officer to approve contracts/agreements for natural gas and electric suppliers to secure the best rates. Courtney made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#17-15 **BUDGET:** to approve the "Certificate of the Total Amount from all Sources Available for Expenditures and Balances", and to send to the Ravenna School District Board of Education and the Portage County Budget Commission for approval.
1-B Savako made a motion and Courtney seconded.
5 aye; 0 no; 2 absent; 0 abstain

ADJOURNMENT

Cimino made a motion and Courtney seconded that the meeting be adjourned at 4:44 p.m.
5 aye; 0 no; 2 absent; 0 abstain

Ben Ribelin, President

Janice Savako, Secretary