

REED MEMORIAL LIBRARY
MINUTES OF THE
REGULAR MEETING
FEBRUARY 21, 2012
CARLIN ROOM
5:00 P.M.

The Regular Meeting was called to order at 5:03 p.m. by Savako with the following members present: Savako, Ribelin, Walz and Moser. Polichene, Cimino and Hall were excused. Also present was Cass Owens, Director, Reneé Heitkamp, Fiscal Officer and Charlene Duro, Guest.

COMMENTS FROM PERSONS IN ATTENDANCE

There were no comments.

AGENDA APPROVAL: Moser made a motion and Ribelin seconded to approve the agenda with three changes: under Personnel: add Lisa Pyles resignation; delete Old Business; under Fiscal Officer: delete Huntington Bank from Depository.

4 aye; 0 no; 3 absent; 0 abstain

Res#32-12 MINUTES OF JANUARY 17, 2012 REORGANIZATIONAL AND REGULAR MEETINGS Walz made a motion and Ribelin seconded to adopt **Res#32-12** to approve the minutes of the January 17, 2012 Reorganizational and Regular Meetings as presented.

4 aye; 0 no; 3 absent; 0 abstain

FISCAL OFFICER

Res#33-12 FINANCIAL REPORT/FINANCIAL SUMMARY FOR JANUARY 2012:

Ribelin made a motion and Moser seconded to adopt **Res#33-12** to approve the Fiscal Officer Financial Report and Financial Summary for January 2012 as presented.

4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-A*

Res#34-12 GIFTS & DONATIONS: Walz made a motion and Ribelin seconded to adopt **Res#34-12** to accept donations in the amount of \$933.83 as presented. 4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-A*

Res#35-12 DISCARDS: Moser made a motion and Ribelin seconded to adopt **Res#35-12** to discard items listed by donation to the Friends of Reed Memorial Library for their sale.

4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-A*

Res#36-12 AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES: Ribelin made a motion and Walz seconded to adopt **Res#36-12** to accept the first amendment of the 2012 Official Certificate of Estimated Resources as presented.

4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-B*

Res#37-12 DEPOSITORY – ELIGIBLE BANKS: Walz made a motion and Moser seconded to adopt **Res#37-12** that the following banks have provided the proper bid documents and said bid documents are accepted as complete and these banks are therefore eligible depositories for Reed Memorial Library funds for the five year period beginning March 1, 2012 and ending February 28, 2017: JP Morgan Chase, PNC Bank, Middlefield Banking Company, Hometown Bank and Portage Community Bank.

4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-C*

DIRECTOR

Owens presented the following:

MONTHLY REPORT *Attachment 2-D*

STATISTICS Owens stated the need to improve circulation.

January 2012 *Attachment 2-E*

Circulation by Month & Year *Attachment 2-F*

Sunday Circulation *Attachment 2-G*

DEPARTMENT REPORTS

Children's Department *Attachment 2-H*

Reference Department *Attachment 2-I*

Computer Services *Attachment 2-J*

Circulation Department – Meeting rooms *Attachment 2-K*

Res#38-12 PERSONNEL

Staff Resignations: Ribelin made a motion and Moser seconded to adopt **Res#38-12** to accept the resignation of Alena Burroughs from the part time position of Reference Clerk effective February 21, 2012 and of Lisa Pyles from the part time position of Reference Assistant effective March 6, 2012.

4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-L*

- Res#39-12** Job Description Revision: Walz made a motion and Moser second to adopt **Res#39-12** to replace the job description of Reference Clerk as presented. 4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-M*
- Res#40-12** Personnel Policies Revision: Walz made a motion and Ribelin seconded to adopt **Res#40-12** to approve Timesheets Personnel Policy as presented. 4 aye; 0 no; 3 absent; 0 abstain *Attachment 2-N*

ANNOUNCEMENTS

Security Officer Interviews: The interviews for the Security Officer position were held and four top candidates have been chosen.

Teen Problems: Owens reported on the continuing teen problems and the hope that the added Security Officer will help. There was also a discussion about publicly acknowledging the teen problems.

New Employees: There was a discussion about the possibility of doing an article on all of the new employees, including the Security Officer. Owens stated that she is pleased with the new employees and everyone is working out well.

COMMITTEE REPORTS

BUILDING AND GROUNDS COMMITTEE: Did not meet.

PERSONNEL COMMITTEE: Did not meet

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

NEW BUSINESS

There was no New Business to discuss at this time.

OLD BUSINESS

There was no Old Business to discuss at this time.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

The Board asked Cass and Reneé for an organizational chart of employees with pictures. The Board would like to be more familiar with the staff.

The Board also asked Reneé and Cass for Financials concerning restoration of services that were cut. The Board also requested pay scales for employees.

ADJOURNMENT

Ribelin made a motion and Moser seconded that the meeting be adjourned at 5:50 p.m.
4 aye; 0 no; 3 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary