

REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
MAY 21, 2012
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, Hall, Savako, Walz and Moser. Cimino arrived at 5:15 p.m. and Ribelin arrived at 5:45 p.m. Also present was Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

AGENDA APPROVAL: to approve the agenda as presented.

Hall made a motion and Moser seconded

5 aye; 0 no; 2 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: There were no comments.

Res#55-12 MINUTES APPROVAL: to approve the minutes of the April 16, 2012 Regular Meeting as presented.

Savako made a motion and Moser seconded.

5 aye; 0 no; 2 absent; 0 abstain

FISCAL OFFICER

Res#56-12 Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report and
5-A Financial Summary for April 2012 as presented.

Hall made a motion and Walz seconded.

5 aye; 0 no; 2 absent; 0 abstain

Res#57-12 Gifts & Donations: to accept donations in the amount of \$412.91 as presented.

5-A Savako made a motion and Hall seconded.

5 aye; 0 no; 2 absent; 0 abstain

Res#58-12 Discards: to discard items listed as presented.

5-A Hall made a motion and Walz seconded.

5 aye; 0 no; 2 absent; 0 abstain

DIRECTOR

Monthly Report 5-B

Statistics: Statistics are still down but improving.

April 2012 5-C

Circulation by Month & Year 5-D

Sunday Circulation 5-E

Department Reports

Children's Department 5-F

Reference Department 5-G

Computer Services 5-H

Circulation Department – Meeting rooms 5-I

Announcements

Library Journal Magazine: Article on 2011 Library Levies. 5-J

History: "Dividing the Consortium Money" (FYI)

Organizational Chart with photos of Library staff was given to each Board member. 5-K

Articles on eBooks (FYI): 5-L

Owens reported that the Library will be looking at the State Plan for eBooks and supplementing it with Axis 360.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not meet

FINANCE COMMITTEE: Met on May 16, 2012 at 4:30 p.m.

Res#59-12 **2013 Budget:** to accept the recommendation of the Finance Committee to approve the 2013 Budget as follows:

- 5-M General Fund (1000) \$2,677,672.66
- Special Revenue /Children's Area (2001) \$2,781.61
- Ruth C. Woolf Memorial Fund (2002) \$1860.38
- Special Revenue/Brown (2005) \$39,584.65
- Capital Projects: 1) Building & Repair (4001) \$223,720.34
- Automation (4002) \$5,532.64;
- Permanent: Gilbert-Short (4501) \$1,817.32 - \$1,500.00 = \$317.32
- For a total of \$2,951,469.60.

Cimino made a motion and Walz seconded.

6 aye; 0 no; 1 absent; 0 abstain

RECORDS RETENTION COMMITTEE: Did not meet

LONG RANGE PLANNING COMMITTEE: Did not meet

BUILDING AND GROUNDS COMMITTEE: Did not meet

PERSONNEL COMMITTEE: Met May 14, 2012 at 4:30 p.m.

Res#60-12 **Personnel:** to accept the recommendation of the Personnel Committee to restore the staff hours to 40 hours for full time and as applicable to part-time staff effective July 2, 2012.

Cimino made a motion and Hall seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#61-12 **Personnel:** to accept the recommendation of the Personnel Committee to give a 2% COLA to all staff effective July 2, 2012.

Moser made a motion and Cimino seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#62-12 **Personnel Policies:** to accept the recommendation of the Personnel Committee to change the following Personnel Policies: 1.0 Appointment and Separation from Service; 1.4 Appointments; 2.16 Credit Union; 2.17 Tax Deferred Annuity and to approve the removal of the listed items from the Personnel Policy Manual as presented.

5-N

Cimino made a motion and Savako seconded

7 aye; 0 no; 0 absent; 0 abstain

NEW BUSINESS

Res#63-12 **Staff Resignation:** to accept the resignation of Paul Earle from the part time position of Security Officer effective April 28, 2012.

5-O

Ribelin made a motion and Savako seconded.

7 aye; 0 no; 0 absent; 0 abstain

Friends of the Library: Hall gave a report from the Friends annual meeting. The current Friends Officers were re-appointed and the Junior Friends of the Library will be started for ages nine to sixteen.

Meeting Dates for Personnel Committee: Personnel Committee Work Sessions will be held at 4:00 p.m. on June 4, 2012, July 9, 2012 and August 13, 2012.

OLD BUSINESS

The Health Insurance reimbursement for eligible employees has been completed.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

There were no other items brought before the Board.

ADJOURNMENT

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

7 aye; 0 no; 0 absent; 0 abstain