

REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
SEPTEMBER 17, 2012
CARLIN ROOM
5:00 P.M.

The Regular Meeting was called to order at 5:03 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, and Ribelin. Walz and Moser were absent. Also present were Cass Owens, Director, Reneé Heitkamp, Fiscal Officer and guest Deborah Clark, Practicum Student in Reed Memorial Library's Reference Department

AGENDA APPROVAL: to approve the agenda as presented.
Cimino made a motion and Hall seconded.
5 aye; 0 no; 2 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE Guest Deborah Clark gave a brief history of her background.

Res#88-12 **MINUTES APPROVAL:** to approve the minutes of the August 20, 2012 Regular Meeting as presented.
Ribelin made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain

FISCAL OFFICER

Res#89-12 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
9-A Financial Summary for August 2012 as presented.
Hall made a motion and Cimino seconded.
6 aye; 0 no; 2 absent; 0 abstain

Res#90-12 **Gifts & Donations:** to accept donations in the amount of \$1,437.53 as presented.
9-A Cimino made a motion and Ribelin seconded,
5 aye; 0 no; 2 absent; 0 abstain

Res#91-12 **Discards:** to discard item listed by donation to the Friends of Reed Memorial Library.
9-A Hall made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#92-12 **Amounts and Rates - Official Certificate of Estimated Resources:** recommending that the Ravenna
9-B School District Board of Education approve a "RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR" for 2013.
Savako made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain

DIRECTOR

Monthly Report 9-C

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Announcements

There were no announcements at this time.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Met on September 10, 2012

Res#93-12 **Donations To The Foundation:** to accept the recommendation of the Bylaws and Policy Committee to add the following Policy to the Bylaws: 7.13.4 Donations to Library On the occasion of monetary and/or real property donation(s) of \$100 or more, the donors or their representative(s) will be contacted by the Director and encouraged to make the donation to the Reed Memorial Foundation. It is understood, if at all possible that any special, specific requests attached to a donation will be honored by both Reed Memorial Library and Reed Memorial Foundation upon acceptance of the donation. Savako made a motion and Ribelin seconded.

Discussion: The Bylaws and Policy Committee asked Attorney Frank Cimino for his legal opinion on the wording of this resolution. Frank stated that it may not always be possible to change the wording of Payee on requests.

5 aye; 0 no; 2 absent; 0 abstain

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 at 4:30 p.m. on September 17, 2012

Res#94-12 **Job Description:** to accept the recommendation of the Personnel Committee to approve the job description for the Children's Outreach Services Librarian position as presented.
9-J Hall made a motion and Cimino seconded.

5 aye; 0 no; 2 absent; 0 abstain

NEW BUSINESS

Res#95-12 **Staff Resignation:** to accept the resignation of Lindsey Stone from the part time position of Children's Area Page effective September 28, 2012.
9-K

Ribelin made a motion and Savako seconded.

5 aye; 0 no; 2 absent; 0 abstain

OLD BUSINESS

There was no Old Business to discuss at this time.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Hall reported that the Friends of Reed Memorial Library made \$6023.00 at their fall book sale.

ADJOURNMENT

Ribelin made a motion and Cimino seconded that the meeting be adjourned at 5:55 p.m.

5 aye; 0 no; 2 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary