

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
NOVEMBER 19, 2012  
CARLIN ROOM  
5:00 P.M.**

The Regular Meeting was called to order at 5:10 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, Ribelin, Walz and Moser. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

**AGENDA APPROVAL:** to approve the agenda as presented.  
Walz made a motion and Hall seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE** There were no comments.

**Res#100-12** **MINUTES APPROVAL:** to approve the minutes of the October 15, 2012 Regular Meeting as presented.  
Savako made a motion and Ribelin seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**FISCAL OFFICER**

**Res#101-12** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and  
**11-A** Financial Summary for October 2012 as presented.  
Hall made a motion and Cimino seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**Res#102-12** **Donations & Gifts:** to accept donations in the amount of \$2,372.32 as presented.  
**11-A** Savako made a motion and Walz seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**Discards:** None

**Res#103-12** **Temporary Appropriations for 2013:** recommending that the following 2013 Temporary  
**11-B** Appropriations be given to the Ravenna School District Board of Education for approval:  
**General Fund (1000)** \$563,000.00

Special Revenue:

|  |           |
|--|-----------|
| <b>1) Children's Area (2001)</b>             | 10,000.00 |
| <b>2) Ruth C. Woolf Memorial Fund (2002)</b> | 1,000.00  |
| <b>3) Brown Fund (2005)</b>                  | 3,000.00  |

Capital Projects:

|                                      |            |
|--------------------------------------|------------|
| <b>1) Building and Repair (4001)</b> | 300,000.00 |
| <b>2) Automation (4002)</b>          | 25,000.00  |

Permanent: Gilbert/Short (5001) 1,000.00

**For a total of:** **\$903,000.00**

Ribelin made a motion and Moser seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**Res#104-12** **Health Insurance Premiums for 2013:** to approve the Ohio Plan Health Insurance rates and plans  
**11-C** for all eligible employees for 2013. Full time employees (40 hrs./wk. +) will receive \$590.00 and part-time (25  
hrs./wk. +) will receive \$295.00 per month toward the plan of their choice.  
Savako made a motion and Walz seconded;  
7 aye; 0 no; 0 absent; 0 abstain

**DIRECTOR**

**Monthly Report** 11-D

**Statistics**

October 2012 11-E (Page 1-8)

Circulation by Month & Year 11-F

Sunday Statistics 11-G

**Department Reports**

Children's Department 11-H

Reference Department 11-I

Computer Services 11-J

Circulation Department – Meeting rooms 11-K

**Announcements:** There were no announcements.

**COMMITTEE REPORTS**

**BYLAWS AND POLICY COMMITTEE:** Did not meet

**FINANCE COMMITTEE:** Met on 11/19/12 at 4:45 p.m.

**Investment Policy:** to approve the Investment Policy as presented.

Res#105-12  
11-L

Savako made a motion and Cimino seconded.

7 aye; 0 no; 0 absent; 0 abstain

**RECORDS RETENTION COMMITTEE:** Met on 11/19/12 at 4:45 p.m.

**Certificate of Records Disposal (RC-3):** to approve the Certificate of Records Disposal

Res#106-12  
11-M

(RC-3) as presented.

Hall made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

**LONG RANGE PLANNING COMMITTEE:** Did not meet

**BUILDING AND GROUNDS COMMITTEE:** Met on 11/19/12 at 4:00 p.m.

**Sprinkler System:** Discussion was put on hold pending more information. 11-N

**Chairs for Public Computers:** Discussion was put on hold pending more information. 11-O

**Painting The Building:** to approve the bid from Advantage Painting to paint the Library.

Res#107-12  
11-P

Cimino made a motion and Hall seconded.

7 aye; 0 no; 0 absent; 0 abstain

**Carpet Cleaning** 11-Q

**PERSONNEL COMMITTEE:** Met on 11/19/12 at 4:45 p.m.

**Deputy Fiscal Officer Position:** to approve the job description for combining the

Res#108-12  
11-R

Administrative Assistant and Deputy Fiscal Officer positions and to hire Kathy Arnoto upon bond approval.

Ribelin made motion and Cimino seconded.

7 aye; 0 no; 0 absent; 0 abstain

**OLD BUSINESS:** There was no Old Business to discuss.

**NEW BUSINESS**

**Reconsideration Request:** to approve the recommendation of the committee concerning the book entitled Fifty Shades of Grey.

Res#109-12  
11-S

Cimino made a motion and Ribelin seconded.

7 aye; 0 no; 0 absent; 0 abstain

**2013 Holidays:** to approve that the Library will be closed on the following 2013 holidays:

Res#110-12

|  |  |
|--|--|
| New Year's Day, Jan 1                    | Martin Luther King Day, Jan. 21                  |
| Easter Sunday, March 31 (not a pd. hol.) | Memorial Day, May 27                             |
| Independence Day, July 4                 | Labor Day, September 2                           |
| Columbus Day, Oct. 14 (Staff Dev.)       | Thanksgiving Day, Nov. 28 (close 6 p.m. Wed. 27) |
| 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).

Hall made a motion and Moser seconded.

7 aye; 0 no; 0 absent; 0 abstain

**2013 Regular Board Meeting Dates:** to set the following dates for Regular Board Meetings in 2013:

Res#111-12

|             |              |
|-------------|--------------|
| January 22  | July 15      |
| February 19 | August 19    |
| March 18    | September 16 |
| April 15    | October 21   |
| May 20      | November 18  |
| June 17     | December 16  |

Cimino made a motion and Savako seconded.

7 aye; 0 no; 0 absent; 0 abstain

**Change December 2012 Regular Board Meeting Date:** Accept the recommendation to change the Regular Board Meeting date from December 17, 2012 to December 10, 2012.

Res#112-12

Moser made a motion and Cimino seconded

7 aye; 0 no; 0 absent; 0 abstain

**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD:**

**Children's Book Sale:** The Junior Friends of the Library will hold a Children's book sale on November 30 and December 1, 2012.

**Picture Day:** The fourth annual picture day will be held on January 23, 2013.

**ADJOURNMENT**

Walz made a motion and Moser seconded that the meeting be adjourned at 6:03 p.m.

7 aye; 0 no; 0 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary