

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
JANUARY 22, 2013
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, Ribelin, Walz and Moser. Cimino and Savako were excused. Also present were Cass Owens, Director, Ren e Heitkamp, Fiscal Officer, and Amy Terry-Keister, Children's Outreach Services Librarian

AGENDA APPROVAL: to approve the agenda with one addition under Fiscal Officer. Ribelin made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

Res#19-13 **MINUTES APPROVAL:** to approve the minutes of the December 10, 2012 Regular Meeting as presented.
Moser made a motion and Hall seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#20-13 **MINUTES APPROVAL:** - **tabled due to lack of quorum of those at the meeting** to approve the minutes of the January 7, 2013 Reorganizational Meeting as presented _____
or corrected as follows _____
_____ motion
_____ second
_____ aye; _____ no; _____ absent; _____ abstain

CHILDREN'S OUTREACH SERVICE: Amy Terry-Keister gave an update on her plans for the ST.A.R. after school program.

FISCAL OFFICER

Res#21-13 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
1-C Financial Summary for December 2012.
Hall made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#22-13 **Donations & Gifts:** to accept donations in the amount of \$383.51 as presented.
1-C Ribelin made a motion and Hall seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#23-13 **Discards:** to discard items listed as presented.
1-C Hall made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#24-13 **Budget:** to amend the budget according to the "Certificate of the Total Amount from all Sources
1-D Available for Expenditures and Balances" as prepared by the Fiscal Officer and presented to the Ravenna
School District Board of Education and the Portage County Budget Commission for approval as presented.
Moser made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#25-13

Permanent appropriations: recommending that the following 2013 Permanent Appropriations be given to the Ravenna School District Board of Education for approval:

General Fund	\$2,000,000.00
<u>Special Revenue</u>	
Children's Area (2001)	15,000.00
Ruth C. Woolf (2002)	3,000.00
Brown Fund (2005)	0.00
<u>Capital Projects:</u>	
Build & Repair (4001)	275,000.00
Automation (4002)	25,000.00
<u>Permanent:</u>	
Gilbert/Short (4501)	<u>0.00</u>
For a total of:	\$2,318,000.00

Hall made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#26-13
1-DD

Approval for Refinancing Bond: to approve that the President, the Vice President, the Secretary or the Fiscal Officer (collectively, the "Officers"), or any one of them, be, and they hereby are, authorized and empowered to negotiate arrangements to enable the issuance and sale by the City of its Library Improvement Revenue Refunding Bonds, Series 2013 (Board of Trustees of the Reed Memorial Library – Lessee) (the 2013 Refunding Bonds) in an amount not to exceed \$5,000,000.00 for the purpose of refunding the outstanding 2003 Bonds and to pay issuance costs in connection therewith as presented.

Hall made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain

DIRECTOR

Monthly Report 1-E

Statistics

- December 2012 1-F (Page 1-8)
- Circulation by Month & Year 1-G
- Sunday Statistics 1-H

Department Reports

- Children's Department 1-I
- Reference Department 1-J
- Computer Services 1-K
- Circulation Department – Meeting rooms 1-L

Announcements

Owens reported that the staff is considering time limits on computer use – 1 hour per day afternoon and evenings; 2 hours per day mornings. The reason for this proposed change is to improve access for all users at the library.

COMMITTEE REPORTS

- 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
- BUILDING AND GROUNDS COMMITTEE:** Did not meet
- PERSONNEL COMMITTEE:** Did not meet

OLD BUSINESS: There was no old business.

NEW BUSINESS

Collection Agency: Owens introduced the material from Unique and the Board determined to continue investigation of this issue. 1-M

Res#27-13
1-0

Landscaping and Security: to approve removal of brush and trees on Library property beside Independence due to security issues.

Ribelin made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD There were no other items.

ADJOURNMENT

Ribelin made a motion and Hall seconded that the meeting be adjourned at 6:25 p.m.
5 aye; 0 no; 2 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary