

REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
SEPTEMBER 16, 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, Cimino, Hall, Savako and Moser. Ribelin and Walz were excused. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer.

**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** There were no comments

**Res#82-13** **MINUTES APPROVAL:** to approve the minutes of the August 19, 2013 Regular Meeting as presented  
Cimino made a motion and Savako seconded.  
4 aye; 0 no; 2 absent; 1 abstain

**FISCAL OFFICER**

**Res#83-13** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and  
**9-A** Financial Summary for August 2013 as presented.  
Hall made a motion and Moser seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Res#84-13** **Gifts & Donations:** to accept donations in the amount of \$214.60 as presented  
**9A** Cimino made a motion and Savako seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Res#85-13** **Discards:** to discard items listed with the correction that the chalkboard on wheels was donated  
**9A** to the Friends.  
5 aye; 0 no; 2 absent; 0 abstain

**DIRECTOR**

**Monthly Report** 9-B

**Statistics**

August 2013 9-C (Page 1-8)

Circulation by Month & Year 9-D

Sunday Circulation 9-E

**Department Reports**

Children's Department 9-F

Outreach Services 9-G

Reference Department 9-H

Computer Services 9-I

Circulation Department – Meeting rooms 9-J

**Announcements** none

**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:** Met at 4:30 p.m. on September 16, 2013

**Res#86-13** **Personnel:** to accept the recommendation of the Personnel Committee to give a 3%  
COLA to all staff effective November 4, 2013.  
Savako made a motion and Moser seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**NEW BUSINESS**

**A. Library Patron Behavior Policy:** to approve change to policy as presented.

Res#87-13  
9-K

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

**OLD BUSINESS:** There was no Old Business

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

**ADJOURNMENT**

Cimino made a motion and Hall seconded that the meeting be adjourned at 5:50 p.m.  
5 aye; 0 no; 2 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary