

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
OCTOBER 21, 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, Savako and Moser. Cimino and Walz were excused. Ribelin arrived at 5:05 p.m. Also present: Cass Owens, Director, Reneé Heitkamp, Fiscal Officer and Tom Griffiths, Library Foundation.

**AGENDA APPROVAL:** to approve the agenda as presented.

Moser made a motion and Hall seconded.

4 aye; 0 no; 3 absent; 0 abstain

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

**Res#88-13** **MINUTES APPROVAL:** to approve the minutes of the September 16, 2013 Regular Meeting as presented.  
Savako made a motion and Moser seconded.  
4 aye; 0 no; 3 absent; 0 abstain

**LIBRARY FOUNDATION:** Tom Griffiths reported that the Foundation needs a new Treasurer due to the retirement of Jim Wichman. The Foundation is considering expanding the number of members and possibly including the Library Director as a non-voting member.

**FISCAL OFFICER**

**Res#89-13** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and  
*10-A* Financial Summary for September 2013 as presented.  
Hall made a motion and Moser seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Res#90-13** **Gifts & Donations:** to accept donations in the amount of \$242.00 as presented.  
*10-A* Savako made a motion and Ribelin seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Res#91-13** **Discards:** to discard items listed as presented.  
*10-A* Moser made a motion and Savako seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Res#92-13** **CPIM:** to approve exemption from continuing education requirements pursuant to the Ohio Revised Code  
*10-B* 135.22 for the Fiscal Officer.  
Hall made a motion and Ribelin seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Res#93-13** **Supplemental Appropriation:** to approve the reallocation of \$150,000.00 from Other Financing Uses  
(1000-990-990-0000) to Contingencies (100-930-930-000).  
Moser made a motion and Savako seconded.  
5 aye; 0 no; 2 absent; 0 abstain

**Gas Contract:** Discuss the Choice Natural Gas Agreement from Hess Small Business Services, LLC. *10-C*

**Meeting Room Procedure:** There was a discussion about meeting room use and method of payment. Owens will write up a tentative procedure.

**DIRECTOR**

**Monthly Report** *10-D*

**Statistics**

September 2013 *10-E (Page 1-8)*

Circulation by Month & Year *10-F*

Sunday Statistics *10-G*

**Department Reports**

Children's Department *10-H*

Outreach Services *10-I*

Reference Department *10-J*

Computer Services *10-K*

Circulation Department – Meeting rooms *10-L*

**Announcements** There were no announcements.

**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**

**Res#94-13** **Jane Moser Term:** to request that the Ravenna School District Board of Education reappoint Jane Moser for the term beginning January 1, 2014 and ending December 31, 2020.  
Savako made a motion and Hall seconded.  
4 aye; 0 no; 3 absent; 0 abstain

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

**Records Retention Committee (of the Whole):** The Records Retention Committee will meet at 4:45 p.m. on November 18, 2013

**ADJOURNMENT**

Moser made a motion and Hall seconded that the meeting be adjourned at 6:30 p.m.  
4 aye; 0 no; 3 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary