

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
DECEMBER 17, 2014  
CARLIN ROOM  
5:00 P.M.**

The Regular Meeting was called to order at 5:02 p.m. by Polichene with the following members present: Polichene, Cimino, Savako, Ribelin, Walz, Moser and Courtney. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

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

**Res#127-14** Moser made a motion and Cimino seconded  
7 aye; 0 no; 0 absent; 0 abstain

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

**MINUTES APPROVAL:** to approve the minutes of the November 13, 2014 Special Meeting as presented.

**Res#128-14** Courtney made a motion and Cimino seconded  
7 aye; 0 no; 0 absent; 0 abstain

**MINUTES APPROVAL:** to approve the minutes of the November 19, 2014 4:00 p.m. Special Meeting as presented.

**Res#129-14** Walz made a motion and Courtney seconded  
7 aye; 0 no; 0 absent; 0 abstain

**MINUTES APPROVAL:** to approve the minutes of the November 19, 2014 Regular Meeting as presented.

**Res#130-14** Courtney made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**MINUTES APPROVAL:** to approve the minutes of the November 19, 2014 6:00 p.m. Special Meeting as presented.

**Res#131-14** Savako made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**FISCAL OFFICER**

**Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and Financial Summary for November 2014 as presented.

**Res#132-14**  
12-A Courtney made a motion and Walz seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Donations & Gifts:** to accept donations in the amount of \$ 607.96 as presented.

**Res#133-14**  
12-A Savako made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Discards:** to discard item listed as presented.

**Res#134-14**  
12-A Courtney made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Minimum Wage Increase:** to comply with the State of Ohio minimum wage standard effective January 1, 2015 and implement an increase of the Library's minimum wage to \$8.10/hour. Employees currently making under that amount will receive a raise to \$8.10/hour effective January 1, 2015.

**Res#135-14** Moser made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**DIRECTOR**

**Monthly Report** 12-B

**Statistics**

November 2014 12-C (Page 1-8)

Circulation by Month & Year 12-D

Sunday Statistics 12-E

**Department Reports**

Children's Department 12-F

Outreach Services 12-G

Reference Department 12-H

Computer Services 12-I

Circulation Department – Meeting rooms 12-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 12/17/14 at 4:30 p.m.

**Job Description Revision for Automation Librarian:** to accept the recommendation of

**Res#136-14** the Personnel Committee to approve the Automation Librarian revised job description as presented.

12-K

Cimino made a motion and Courtney seconded

7 aye; 0 no; 0 absent; 0 abstain

**Salary for Computer Systems Manager (formerly Automation Librarian):** to accept the

**Res#137-14**

recommendation of the Personnel Committee to approve the salary for the Computer Systems Manager as presented.

Courtney made a motion and Cimino seconded

7 aye; 0 no; 0 absent; 0 abstain

**Personnel Policy Revisions:** to accept the recommendation of the Personnel Committee

**Res#138-14**

12-L

to approve changes to the Personnel Policies as presented.

Cimino made a motion and Courtney seconded

7 aye; 0 no; 0 absent; 0 abstain

**OLD BUSINESS:** none

**NEW BUSINESS**

**Hire New Director:** to approve the hiring of Brian Hare to fill the position of Director starting

**Res#139-14**

January 19, 2015 at a salary of \$70,000.00 due to the retirement of Kathleen Owens.

Ribelin made a motion and Courtney seconded

7 aye; 0 no; 0 absent; 0 abstain

**Set Date for Special Meeting:** Executive sessions to discuss the performance appraisal for the Fiscal Officer will be on February 18, 2015 at 4:30 p.m. and March 18, 2015 at 4:30 p.m.

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

**ADJOURNMENT**

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

7 aye; 0 no; 0 absent; 0 abstain