

**REED MEMORIAL LIBRARY
MINUTES
ORGANIZATIONAL MEETING
JANUARY 13, 2016
CARLIN ROOM
5:00 P.M.**

The Organizational Meeting was called to order at 5:11 p.m. by Ribelin with the following members present: Ribelin, Cimino, Savako, Walz, Moser, and Courtney
Also present: Brian Hare, Director, Renée Heitkamp, Fiscal Officer and Bill Barber, new Trustee

AGENDA APPROVAL: to approve the agenda as presented.
Moser made a motion and Courtney seconded
6 aye; 0 no; 0 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: None

TRUSTEE OATH: Bill Barber

NOMINATIONS:

PRESIDENT: to nominate Ben Ribelin for President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2017.
Savako made a motion and Walz seconded
6 aye; 0 no; 0 absent; 1 abstain

VICE PRESIDENT: to nominate Frank Cimino for Vice President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2017.
Savako made a motion and Moser seconded
6 aye; 0 no; 0 absent; 1 abstain

SECRETARY: to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2017.
Cimino made a motion and Moser seconded
6 aye; 0 no; 0 absent; 1 abstain

Res#1-16 **COMMITTEES:** to reestablish the following standing committees: Personnel Committee; Bylaws & Policy Committee; Buildings & Grounds Committee; Finance Committee; Long Range Planning Committee; PC Consortium Representatives; Records Retention Committee (as a Whole). Per Trustee Bylaws 7.3 Officers, Section 4: "The president shall...appoint all committees..."
Cimino made a motion and Barber seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#2-16 **APPOINT DIRECTOR:** to appoint Brian C Hare as Director of Reed Memorial Library until January 31, 2017.
Cimino made a motion and Walz seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#3-16 **APPOINT FISCAL OFFICER:** to appoint Renée L Heitkamp as Fiscal Officer of Reed Memorial Library until January 31, 2017.
Moser made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#4-16 **APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy L Arnoto as Deputy Fiscal Officer of Reed Memorial Library until January 31, 2017.
Cimino made a motion and Barber seconded
7 aye; 0 no; 0 absent; 0 abstain

- Res#5-16** **BONDS:** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director and Fiscal Officer beginning February 1, 2016 until January 31, 2017 and for Deputy Fiscal Officer (January 1, 2016 until December 31, 2016).
Savako made a motion and Walz seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#6-16** **INVESTMENT POLICY:** to approve the Investment Policy as presented.
1-A Courtney made a motion and Savako seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#7-16** **PAYMENT OF BILLS:** to authorize the Fiscal Officer to pay the bills without prior approval by the Board during the year as long as they remain within the total appropriated amounts approved by the Board of Trustees and to present a report of those payments for each month at the next board meeting.
Cimino made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#8-16** **SUPPLEMENTAL APPROPRIATIONS:** to authorize the Fiscal Officer to make supplemental appropriations within funds as necessary to pay bills, keeping these amounts within the total amount appropriated for that fund
Walz made a motion and Savako seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#9-16** **PETTY CASH/CASH ON HAND:** to reestablish petty cash at \$77.00 and cash on hand at \$173.00 for a total of \$250.00 for the year 2016.
Cimino made a motion and Barber seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#10-16** **REINVESTED INTEREST:** to reinvest interest earned by money held in the checking account to General Fund and all other interest/dividends earned to be reinvested in the Fund from which it is generated.
Walz made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#11-16** **INSURANCE:** to approve payment of insurance premium for property and casualty for the building and contents, including boiler, for the term: February 10, 2016 to February 10, 2017 and Director and Fiscal Officer Bonds for the term: February 1, 2016 to January 31, 2017; and Deputy Fiscal Officer's bond for term: January 1, 2016 until December 31, 2017
Cimino made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#12-16** **DISCARDS – LIBRARY MATERIALS:** to authorize the Director to discard unneeded library materials by donation to either "Friends of Reed Memorial Library" for their book sale or appropriate educational entities within Portage County for their use.
Courtney made a motion and Cimino seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#13-16** **DISCARDS – DONATIONS:** to authorize the Director to discard unwanted donations by donation to either "Friends of Reed Memorial Library" for their book sale or appropriate educational entities within Portage County for their use.
Walz made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain
- Res#14-16** **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.
Cimino made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#15-16 **HEALTH INSURANCE REPRESENTATIVE:** to appoint Renee' Heitkamp as the health insurance representative.
Savako made a motion and Cimino seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#16-16 **FISCAL OFFICER AUTHORIZATION TO APPROVE GAS AND ELECTRIC CONTRACTS:** to authorize the Fiscal Officer to approve contracts/agreements for natural gas and electric suppliers to secure the best rates.
Walz made a motion and Savako seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#17-16 **BUDGET:** to approve the amended "Certificate of the Total Amount from all Sources Available for Expenditures and Balances" as prepared by the Fiscal Officer and presented to the Portage County Budget Commission for approval.
1-B
Courtney made a motion and Cimino seconded
7 aye; 0 no; 0 absent; 0 abstain

ADJOURNMENT

Cimino made a motion and Moser seconded that the meeting be adjourned at 5:40 p.m.
7 aye; 0 no; 0 absent; 0 abstain

Ben Ribelin, President

Janice Savako, Secretary