

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
NOVEMBER 16, 2016  
CARLIN ROOM  
5:00 P.M.**

The Regular Meeting was called to order at 5:12 p.m. by Ribelin with the following members present: Ribelin, Savako, Walz, Moser, Courtney and Barber. Cimino was excused.  
Also present: Brian Hare, Director, and Reneé Heitkamp, Fiscal Officer

**Res#82-16**            **Executive Session** Courtney made a motion and Barber seconded to go into an executive session at 5:12 p.m. to interview Trustee candidate, Marcia Grair.  
Roll call: Ribelin – yes; Cimino - excused; Savako - excused; Walz - yes; Moser -yes; Courtney – yes; Barber - yes

**Res#83-16**            **Come out of Executive Session** Savako made a motion and Walz seconded to come out of executive session at 5:46 p.m.  
Roll call: Ribelin – yes; Cimino - excused; Savako - excused; Walz - yes; Moser -yes; Courtney – yes; Barber - yes

**AGENDA APPROVAL:** to approve the agenda with changes under New Business with the addition of Res# 96-16.

Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**Res#84-16**            **MINUTES APPROVAL:** to approve the minutes of the October 19, 2016 Regular Meeting as presented.  
Walz made a motion and Courtney seconded  
5 aye; 0 no; 1 absent; 1 abstain

**FISCAL OFFICER**

**Res#85-16**            **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (11-A) and Financial Summary (11-B) for October 2016 as presented  
11-A Moser made a motion and Walz seconded  
11-B 6 aye; 0 no; 1 absent; 0 abstain

**Res#86-16**            **Donations & Gifts:** to accept donations in the amount of \$55.00 as presented.  
11-C Barber made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#87-16**            **Discards:** to discard items listed as presented.  
11-D Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Temporary Appropriations for 2017:** to approve the following 2017 Temporary Appropriations:

<b>Res#88-16</b>	<b>General Fund (1000)</b>	\$600,000.00
	<u>Special Revenue:</u>	
	1) Children’s Area (2001)	3,000.00
	2) Ruth C. Woolf Memorial Fund (2002)	500.00
	3) Brown Fund (2005)	0.00
	<i>Capital Projects:</i>	
	1) Building and Repair (4001)	50,000.00
	2) Automation (4002)	5,000.00
	<i>Permanent: Gilbert/Short (5001)</i>	<u>0.00</u>
	<b>For a total of:</b>	<b>\$658,500.00</b>

Moser made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#89-16**            **Second Amended Certificate of Estimated Resources** to amend the 2016 estimated resources as presented.  
11-E Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**DIRECTOR**

**Monthly Report / Statistics** 11-F  
**Department Reports / Statistics** 11-G  
Reference Department  
Children's Department  
Circulation Department  
Computer Services  
Technical Services  
**Announcements:** None

**COMMITTEE REPORTS**

Res#90-16  
11-H

**BYLAWS AND POLICY COMMITTEE:** Met on 11/16/16 at 4:35 p.m.  
**Personnel Policies:** to accept the recommendation of the Bylaws and Policy Committee to adopt the revised Personnel Polices in attachment 11-H effective January 1, 2017 as presented and listed below:

- 1.c Initial Employment Period
- 1.h Performance Appraisals
- 1.i Progressive Discipline Procedure
- 1.j Grievance/Open Door Policy
- 1.k Exit Interview
- 2.e? Attendance and Attendance Reporting (*addition – numbering will be adjusted*)
- 2.e Parental Leave
- 2.l Family and Medical Leave (FMLA)
- 2.m Holidays
- 2.n Staff Borrowing
- 2.r Staff Development and Travel
- 2.s Staff Development Day
- 3.b Injuries, Illness, and Deaths
- 3.d Work Week
- 3.l Alcohol and Other Drug Policy
- 3.m Harassment Free Workplace
- 3.? Weapons and Workplace Violence (*addition – numbering will be adjusted*)
- 3.r ~~Grievances~~ – Covered in new Grievance section (*deleted*)
- 3.v Employee Name Badges
- 3.? Lactation Breaks (*addition – numbering will be adjusted*)

Barber made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

Res#91-16

**FINANCE COMMITTEE:** Did not meet  
**RECORDS RETENTION COMMITTEE:** Met on 11/16/16 at 5:10 p.m.  
**A. Records Retention Schedule (RC-2):** to recommend that the Trustees approve the disposal of documents per the Records Retention Schedule (RC-2).  
Savako made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**LONG RANGE PLANNING COMMITTEE:** Did not meet  
**BUILDING AND GROUNDS COMMITTEE:** Did not meet  
**PERSONNEL COMMITTEE:** Did not meet.

**OLD BUSINESS:** None

**NEW BUSINESS**

**Res#92-16** **Delete Expired Patron Records and Waive Fees:** to approve the deletion of 3,799 expired patron records and thereby waive \$8,668.44 in fines and fees.  
Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#93-16** **2017 Holidays:** to approve that the Library will be closed on the following 2017 holidays:  
New Year's Day, Jan. 1 (Sun) Day after New Year's, Jan.2 (Mon) (not a pd. Hol)  
Martin Luther King Day, Jan. 16 Easter Sunday, April 16 (not a pd. Hol)  
Memorial Day, May 29 Independence Day, July 4 (Tues)  
Labor Day, September 4 Thanksgiving Day, Nov. 23 (close 6 p.m. Wed. 22)  
Christmas Eve, Dec. 24 (Sun) Christmas Day, Dec. 25 (Mon)  
New Year's Eve, Dec. 31 (Sun)  
The Library will be open on Presidents' Day (Feb 20) and Veterans Day (Nov 11).  
Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#94-16** **2017 Staff Day Closings:** to approve that the Library will be closed for staff development day on February 3, 2017 (full day), June 2, 2017 and October 6, 2017 (half days) for staff and department meetings.  
Moser made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#95-16** **2017 Regular Board Meeting Dates:** to set the following dates for 2017 Regular Board Meetings  
January 18 July 19  
February 15 August 16  
March 15 September 20  
April 19 October 18  
May 17 November 15  
June 21 December 20  
Courtney made a motion and Barber seconded  
6 aye; 0 no; 1 absent; 0 abstain  
**Organizational Board Meeting:** Discuss date for separate Organizational Meeting in January 2017.

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

**Res#96-16** **New Trustee Recommendation:** to recommend Marcia Grair to the Ravenna School District Board of Education to fill the Trustee opening on the Reed Memorial Library Board for a seven year term commencing January 1, 2017 and expiring December 31, 2023.  
Savako made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**ADJOURNMENT**

Courtney made a motion and Walz seconded that the meeting be adjourned at 6:28 p.m.  
6 aye; 0 no; 1 absent; 0 abstain