

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
OCTOBER 18, 2017
STORYTIME ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:14 p.m. by Barber with the following members present: Barber, Savako, Walz, Moser, Courtney, and Grair. Cimino was excused.
Also present: Brian Hare, Director and Reneé Heitkamp, Fiscal Officer

AGENDA APPROVAL: to approve the agenda as presented.
Savako made a motion and Courtney seconded
6 aye; 0 no; 1 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: None

Res#75-17 **MINUTES APPROVAL: (tabled 9/20/17 due to lack of quorum)**
to approve the minutes of the August 16, 2017 Regular Meeting as presented.
Savako made a motion and Courtney seconded
4 aye; 0 no; 1 absent; 2 abstain

Res#84-17 **MINUTES APPROVAL:** to approve the minutes of the September 20, 2017 Regular Meeting as presented.
Courtney made a motion and Savako seconded
4 aye; 0 no; 1 absent; 2 abstain

Res#85-17 **MINUTES APPROVAL:** to approve the minutes of the October 12, 2017 Special Meeting as presented.
Moser made a motion and Walz seconded
5 aye; 0 no; 1 absent; 1 abstain

FISCAL OFFICER

Res#86-17 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (10-A) and
10-A Financial Summary (10-B) for September 2017 as presented.
10-B Courtney made a motion and Savako seconded
6 aye; 0 no; 1 absent; 0 abstain

Res#87-17 **Gifts & Donations:** to accept donations in the amount of \$483.17 as presented.
10-C Courtney made a motion and Grair seconded
6 aye; 0 no; 1 absent; 0 abstain

Discards: None

Discussion Item: Investment policy

DIRECTOR

Monthly Report / Statistics *10-D*

Department Reports / Statistics *10-E*

Reference Department

Children's Department

Circulation Department

Computer Services

Technical Services

Announcements: None

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Met at 5:09 p.m. on 10/18/17

General Policies: to accept the recommendation of the Bylaws and Policy Committee to adopt

Res#88-17 the revised General Polices listed below as presented.

10-F

- 6.a Fax Policy (page 1)
- 6.c Safety
 - Fires, Smoke and other emergencies (page 5)
 - Power Outages (page 6)
- 6.f Public Information (page 10)
- 6.l Library Patron Behavior Policy - Rule #10 (page 16)

Courtney made a motion and Savako seconded

6 aye; 0 no; 1 absent; 0 abstain

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

Fiscal Officer Recommendation: to appoint the part time position of Fiscal Officer in training to

Res#89-17 Patricia Bertsch at a rate of \$ 22.00 per hour pending positive results of BCI background check, credit check and proof of eligibility to be bonded. Start date to be determined.

Savako made a motion and Courtney seconded

6 aye; 0 no; 1 absent; 0 abstain

NEW BUSINESS

Janice Savako Term: to request that the Ravenna School District Board of Education reappoint

Res#90-17 Janice Savako for the term beginning January 1, 2018 and ending December 31, 2024.

Courtney made a motion and Moser seconded

5 aye; 0 no; 1 absent; 1 abstain

Bill Barber left the meeting at 6:08 p.m.

Wage Increase: to approve a 2.5% wage increase for all staff effective October 30, 2017.

Res#91-17

Moser made a motion and Walz seconded

5 aye; 0 no; 2 absent; 0 abstain

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Records Retention: To be discussed at November regular board meeting.

ADJOURNMENT

Courtney made a motion and Savako seconded that the meeting be adjourned at 6:28 p.m.

5 aye; 0 no; 2 absent; 0 abstain

Bill Barber, Vice President

Janice Savako, Secretary