

**REED MEMORIAL LIBRARY  
MINUTES  
ORGANIZATIONAL MEETING  
JANUARY 10, 2018  
STORYTIME ROOM  
5:00 P.M.**

The Organizational Meeting was called to order at 5:10 p.m. by Cimino with the following members present: Cimino, Barber, Savako, Walz, Courtney and Grair. Moser was excused  
Also present: Brian Hare, Director and Patricia Bertsch, Fiscal Officer

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

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**NOMINATIONS:**

**PRESIDENT:** to nominate Frank Cimino for President of Reed Memorial Library Board of Trustees to serve until the organizational meeting in 2019.

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

**VICE PRESIDENT:** to nominate William Barber for Vice President of Reed Memorial Library Board of Trustees to serve until the organizational meeting in 2019.

Courtney made a motion and Walz seconded  
5 aye; 0 no; 1 absent; 1 abstain

**SECRETARY:** to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the organizational meeting in 2019.

Barber made a motion and Courtney seconded  
5 aye; 0 no; 1 absent; 1 abstain

**Res#1-18 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..."

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

**Res#2-18 APPOINT DIRECTOR:** to appoint Brian C Hare as Director of Reed Memorial Library until January 31, 2019 at current salary.

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

**Res#3-18 APPOINT FISCAL OFFICER:** to appoint Patricia M. Bertsch as Fiscal Officer of Reed Memorial Library until January 31, 2019 at current salary.

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

**Res#4-18 APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy L Arnoto as Deputy Fiscal Officer of Reed Memorial Library until January 31, 2019.

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

**OATHS OF OFFICE:** President; Vice President; Secretary; Director, Fiscal Officer; Deputy Fiscal Officer.

- Res#5-18** **BONDS:** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director and Fiscal Officer beginning February 1, 2018 until January 31, 2019.  
Savako made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#6-18** **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.  
Courtney made a motion and Barber seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#7-18** **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.  
Courtney made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#8-18** **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 2018.  
Barber made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#9-18** **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.  
Savako made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#10-18** **INSURANCE:** to approve payment of insurance premium for property and casualty for the building and contents, including boiler, for the term: February 10, 2018 to February 10, 2019 and Director and Fiscal Officer Bonds for the term: February 1, 2018 to January 31, 2019 and Deputy Fiscal Officer's bond for term: December 31, 2017 until December 31, 2018  
Walz made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#11-18** **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 Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#12-18** **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.  
Barber made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#13-18** **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.  
Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#14-18** **HEALTH INSURANCE REPRESENTATIVE:** to appoint Patricia Bertsch as the health insurance representative.  
Savako made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#15-18** **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.  
Courtney made a motion and Walz seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#16-18** **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-A  
Savako made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain

**ADJOURNMENT**

Courtney made a motion and Walz seconded that the meeting be adjourned at 5:36 p.m.  
6 aye; 0 no; 1 absent; 0 abstain

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Frank Cimino, President

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Janice Savako, Secretary