

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
FEBRUARY 20, 2019  
JENKINS ROOM  
5:00 P.M.**

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

**AGENDA APPROVAL:** to approve the agenda as presented.  
Courtney made a motion and Grair seconded  
5 aye; 0 no; 2 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**Res#17-19** **MINUTES APPROVAL:** to approve the minutes of the January 16, 2019 Organizational Meeting  
as presented.  
Savako made a motion and Courtney seconded  
5 aye; 0 no; 2 absent; 0 abstain

**Res#18-19** **MINUTES APPROVAL:** to approve the minutes of the January 16, 2019 Regular Meeting  
as presented.  
Courtney made a motion and Savako seconded  
5 aye; 0 no; 2 absent; 0 abstain

**FISCAL OFFICER**

**Res#19-19** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (2-A)  
and Financial Summary (2-B) for January 2019 as presented.  
2-A Courtney made a motion and Moser seconded  
2-B 5 aye; 0 no; 2 absent; 0 abstain

**Res#20-19** **Donations & Gifts:** to accept donations in the amount of \$50.00 as presented.  
Moser made a motion and Courtney seconded  
2-C 5 aye; 0 no; 2 absent; 0 abstain

**Res#21-19** **Discards:** none  
**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.  
2-D Moser made a motion and Grair seconded  
5 aye; 0 no; 2 absent; 0 abstain

**DIRECTOR**

**Monthly Report / Statistics** 2-E  
Branding Guide 2-F  
**Department Reports / Statistics** 2-G  
Reference Department  
Children's Department  
Circulation Department  
Computer Services  
Technical Services  
**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:**  
**PERSONNEL COMMITTEE:** Did not meet

**OLD BUSINESS:** None

**NEW BUSINESS**

**Res#22-19** **Communico Contract:** to approve the contract with Communico as presented.  
2-H Courtney made a motion and Savako seconded  
5 aye; 0 no; 2 absent; 0 abstain

**Res#23-19** **Outreach and Marketing Coordinator Job Description:** to approve the job description for the  
2-I Outreach and Marketing Coordinator position as presented.  
Moser made a motion and Savako seconded  
5 aye; 0 no; 2 absent; 0 abstain

**Res#24-19** **Resolution of Tribute for Gary Fitzgerald:** to accept a Resolution of Tribute for RML staff member  
Gary Fitzgerald as presented.  
Courtney made a motion and Moser seconded  
5 aye; 0 no; 2 absent; 0 abstain

**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD:** None

**Res#25-19** **Executive Session** Courtney made a motion and Moser seconded to go into an executive session  
at 6:15 p.m. to discuss employment of two administrative staff members.  
Roll call: Cimino - excused; Barber - yes; Savako - yes; Walz - excused; Moser - yes; Courtney - yes;  
Grair – yes

**Res#26-19** **Come out of Executive Session** Courtney made a motion and Barber seconded to come out of  
executive session at 7:30 p.m.  
Roll call: Cimino - yes; Barber - yes; Savako - yes; Walz - excused; Moser - yes; Courtney - yes;  
Grair - yes

**ADJOURNMENT**

Savako made a motion and Moser seconded that the meeting be adjourned at 7:30 p.m.  
6 aye; 0 no; 1 absent; 0 abstain

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Frank Cimino, President

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Janice Savako, Secretary