



**BOARD OF TRUSTEES
ORGANIZATIONAL MEETING MINUTES
JANUARY 12, 2022, 5:00 P.M.
JENKINS ROOM**

The Organizational Meeting was called to order at 5:07 p.m. by Cimino with the following members present: Cimino, Barber, Savako, Walz, Moser, and Courtney. Grair arrived at 5:10 p.m. Also present were Amy Young, Director, Patricia Bertsch, Fiscal Officer, Cindy Wenger and Darlene McKenzie, staff members.

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

NOMINATIONS:

PRESIDENT: to nominate Frank Cimino for President of Reed Memorial Library Board of Trustees to serve until the organizational meeting in 2023.

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

VICE PRESIDENT: to nominate William Barber for Vice President of Reed Memorial Library Board of Trustees to serve until the organizational meeting in 2023.

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

SECRETARY: to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the organizational meeting in 2023.

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

Res#1-22 **COMMITTEES:** to reestablish the following Standing Committees and Chairpersons: Personnel Committee; Bylaws & Policy Committee; Buildings & Grounds Committee; Finance Committee; Long Range Planning Committee; PLC Liaisons; 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 Barber seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#2-22 **APPOINT DIRECTOR:** to appoint Amy E. Young as Director of Reed Memorial Library until January 31, 2023 at current rate of pay.

Walz made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#3-22 **APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy L. Arnoto as Deputy Fiscal Officer of Reed Memorial Library until January 31, 2023 at current rate of pay.

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

OATHS OF OFFICE: President; Vice President; Secretary; Director and Deputy Fiscal Officer - *Signed with a Notary present.*

Res#4-22 **BONDS:** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director and Fiscal Officer beginning February 1, 2022 until January 31, 2023.

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

Res#5-22 **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 Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#6-22 **ELECTRONIC PAYMENT OF CERTAIN BILLS:** to authorize the Fiscal Officer to pay certain bills electronically 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. Online payments are permitted for payroll, payroll withholding payments, banking and collection fees, utilities and payments to Ohio agencies such as Ohio Bureau of Workers Compensation and Ohio Job and Family Services. Other online payments may be added as approved by the Finance/Audit Committee.
Barber made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#7-22 **SUPPLEMENTAL APPROPRIATIONS:** to authorize the Fiscal Officer to make reallocation of appropriations within funds as necessary to pay bills, keeping these amounts within the total amount appropriated for that fund.
Savako made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#8-22 **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.
Walz made a motion and Barber seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#9-22 **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 Savako seconded
7 aye; 0 no; 0 absent; 0 abstain

ADJOURNMENT

Moser made a motion and Courtney seconded that the meeting be adjourned at 5:24 p.m.
7 aye; 0 no; 0 absent; 0 abstain



Frank Cimino, President



Janice Savako, Secretary