

REED MEMORIAL LIBRARY
MINUTES OF THE
REORGANIZATIONAL AND REGULAR MEETINGS
JANUARY 17, 2012
CARLIN ROOM
5:00 P.M.

The Regular Meeting was called to order at 5:00 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, Ribelin, Walz and Moser. Also present was: Cass Owens, Director and Renee Heitkamp, Fiscal Officer.

COMMENTS FROM PERSONS IN ATTENDANCE

There were no comments at this time.

REORGANIZATIONAL MEETING:

AGENDA APPROVAL Hall made a motion and Ribelin seconded to approve the agenda with three additions. Two of these additions are under Old Business: Foundation Request to Divert Donations and The Payment of Health Insurance Benefits. There is also one addition under Committee Reports: The hiring of RPD for two months until a Security person can be hired.

7 aye; 0 no; 0 absent; 0 abstain

NOMINATIONS:

PRESIDENT: Hall made a motion and Savako seconded to nominate Ann Polichene for President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2013.

6 aye; 0 no; 0 absent; 1 abstain

VICE PRESIDENT: Savako made a motion and Hall seconded to nominate Frank Cimino for Vice President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2013.

6 aye; 0 no; 0 absent; 1 abstain

SECRETARY: Ribelin made a motion and Walz seconded to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2013.

6 aye; 0 no; 0 absent; 1 abstain

COMMITTEES: Cimino made a motion and Savako seconded to adopt **Res#1-12** 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...".

7 aye; 0 no; 0 absent; 0 abstain

APPOINT DIRECTOR: Moser made a motion and Hall seconded to adopt **Res#2-12** to appoint Cass Owens as Director of Reed Memorial Library until January 31, 2013.

7 aye; 0 no; 0 absent; 0 abstain

APPOINT FISCAL OFFICER: Cimino made a motion and Moser seconded to adopt **Res#3-12** to appoint Renee' Heitkamp as Fiscal Officer of Reed Memorial Library until January 31, 2013.

7 aye; 0 no; 0 absent; 0 abstain

APPOINT DEPUTY FISCAL OFFICER: Hall made a motion and Cimino seconded to adopt **Res#4-12** to appoint Connie Knop as Deputy Fiscal Officer until January 31, 2013.

7 aye; 0 no; 0 absent; 0 abstain

OATHS OF OFFICE: The following Oaths of Office were signed and notarized: President; Vice President; Secretary; Director; Fiscal Officer and Deputy Fiscal Officer.

BONDS: Hall made a motion and Savako seconded to adopt **Res#5-12** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director, Fiscal Officer and Deputy Fiscal Officer beginning February 1, 2012 until January 31, 2013.

7 aye; 0 no; 0 absent; 0 abstain

INVESTMENT POLICY: Cimino made a motion and Ribelin seconded to adopt **Res#6-12** to approve the Investment Policy as presented. 7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-A*

PAYMENT OF BILLS: Hall made a motion and Walz seconded to adopt **Res#7-12** 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. 7 aye; 0 no; 0 absent; 0 abstain

BUDGET: Ribelin made a motion and Moser seconded to adopt **Res#8-12** to amend the budget according to the "Certificate of the Total Amount from all Sources Available for Expenditures and Balances" as follows: General Fund \$2,093,941.57; Children's Area (2001) \$18,740.48; Ruth C. Woolf (2002) \$3,804.87; Brown (2005) \$39,179.56; Building & Maintenance (4001) \$491,107.49; Automation –Equip (4002) \$30,472.72; Gilbert/Short (4501) \$1,798.61 for a TOTAL ALL FUNDS: **\$2,679,045.30** as prepared by the Fiscal Officer and presented to the Portage County Budget Commission for approval.
7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-B*

PERMANENT APPROPRIATIONS: Cimino made a motion and Ribelin seconded to adopt **Res#9-12** to approve Permanent Appropriations as follows: General Fund \$1,800,000.00; Spec Rev: (2001) Children's Area \$16,000.00; Ruth C. Woolf (2002) \$3,000.00; Brown Fund (2005) \$0.0; Capital Project: Build & Repair (4001) \$275,000.00; Automation (4002) \$25,000.00; Permanent - Gilbert/Short (4501) \$0.0; for a TOTAL ALL FUNDS **\$2,119,000.00.**
7 aye; 0 no; 0 absent; 0 abstain

SUPPLEMENTAL APPROPRIATIONS: Walz made a motion and Savako seconded to adopt **Res#10-12** 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 7 aye; 0 no; 0 absent; 0 abstain

PETTY CASH/CASH ON HAND: Walz made a motion and Cimino seconded to adopt **Res#11-12** to reestablish petty cash at \$77.00 and cash on hand at \$173.00 (\$105 cash register + \$68 copier coin machines) for a total of \$250.00 for the year 2012. 7 aye; 0 no; 0 absent; 0 abstain

REINVESTED INTEREST: Hall made a motion and Ribelin seconded to adopt **Res#12-12** 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. 7 aye; 0 no; 0 absent; 0 abstain

INSURANCE: Hall made a motion and Ribelin seconded to adopt **Res#13-12** to approve payment of insurance premium for property and casualty for the building and contents, including boiler, for the term: 2/10/12 to 2/10/13 and Director, Fiscal Officer and Deputy Fiscal Officer bonds for the term: February 1, 2012 to February 1, 2013.
7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-C*

REQUEST FOR ADVANCE OF TAXES COLLECTED: **Res#14-12** Moser made a motion and Walz seconded to request that the Portage County Auditor issue a warrant upon the County Treasurer of said county, in favor of Renee' Heitkamp as Fiscal Officer of Reed Memorial Library in said county for all available Dollars, of the current collection of taxes assessed and collected for and in behalf of said Library, which shall be held and treated as an advance payment on the current collection of taxes due said Library at the Ensuing tax Settlement, 2012, as provided by law. 7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-D*

WAIVE MEETING ROOM FEES: Walz made a motion and Cimino seconded to adopt **Res#15-12** to approve waiving all meeting room custodial fees for Friends of Reed Memorial Library, Junior Tuesday Club, Daughters of the American Revolution (DAR) and the Library Foundation. 7 aye; 0 no; 0 absent; 0 abstain

DISCARDS – LIBRARY MATERIALS: Walz made a motion and Moser seconded to adopt **Res#16-12** 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.
7 aye; 0 no; 0 absent; 0 abstain

DISCARDS – DONATIONS: Hall made a motion and Ribelin seconded to adopt **Res#17-12** 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. 7 aye; 0 no; 0 absent; 0 abstain

DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS: Cimino made a motion and Savako seconded to adopt **Res#18-12** to authorize the Director to approve contracts/agreements up to \$5,000.00.
7 aye; 0 no; 0 absent; 0 abstain

HEALTH INSURANCE REPRESENTATIVE: Walz made a motion and Ribelin seconded to adopt **Res#19-12** to appoint Renee' Heitkamp as the health insurance representative. 7 aye; 0 no; 0 absent; 0 abstain

FISCAL OFFICER AUTHORIZATION TO APPROVE GAS AND ELECTRIC CONTRACTS: Ribelin made a motion and Savako seconded to adopt **Res#20-12** to authorize the Fiscal Officer to approve contracts/agreements for natural gas and electric suppliers to secure the best rates. 7 aye; 0 no; 0 absent; 0 abstain

REGULAR MEETING:

MINUTES OF DECEMBER 12, 2011 REGULAR MEETING Savako made a motion and Walz seconded to adopt **Res#21-12** to approve the minutes of the December 12, 2011 Regular Meeting as presented. 6 aye; 0 no; 0 absent; 1 abstain

FISCAL OFFICER

FINANCIAL REPORT/FINANCIAL SUMMARY/ACTIVITY REPORT FOR DECEMBER 2011: **Res#22-12** Ribelin made a motion and Savako seconded to approve the Fiscal Officer Financial Report, Financial Summary and Activity Report for December 2011 as presented. 7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-E*

GIFTS & DONATIONS: **Res#23-12** Moser made a motion and Ribelin seconded to accept donations in the amount of \$11,904.00 as presented. 7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-F*

DISCARDS: There were no discards at this time.

ANNUAL FINANCIAL REPORT: *Attachment 1-G*

DIRECTOR

Owens presented the following:

MONTHLY REPORT: There was a discussion on the fact that circulation is down in all the area libraries.

Owens stated that all new and transferred employees are doing well. *Attachment 1-H*

STATISTICS

December 2011 *Attachment 1-I*

Circulation by Month & Year *Attachment 1-J*

Evening Circulation *Attachment 1-K*

Sunday Circulation *Attachment 1-L*

County Library Statistics *Attachment 1-M*

Circulation Analysis *Attachment 1-N*

DEPARTMENT REPORTS

Children's Department *Attachment 1-O*

Reference Department *Attachment 1-P*

Computer Services *Attachment 1-Q*

Circulation Department – Meeting rooms *Attachment 1-R*

SUMMARY OF MEETING WITH RAVENNA POLICE: The patrolling of the library parking lot by the Ravenna Police department has been helping with the loitering problem. The new foam soap dispenser has been installed in the men's room for one week without any problems. The library will temporarily hire an officer from the Ravenna Police department until a permanent security person is hired.

COMMITTEE REPORTS

BUILDING AND GROUNDS COMMITTEE: Did not meet.

BYLAWS AND POLICY COMMITTEE: Did not meet

LONG RANGE PLANNING COMMITTEE: Did not meet

FINANCE COMMITTEE: Did not meet

RECORDS RETENTION COMMITTEE: Did not meet

PERSONNEL COMMITTEE: Met January 17th at 4:00 p.m.

PERSONNEL POLICIES: The Personnel Committee discussed policy changes to time sheets.

HIRE RPD FOR TWO MONTHS: Hall made a motion and Walz seconded to adopt **Res#24-12A** to accept the recommendation of the Personnel Committee to hire an officer from the Ravenna Police department for fifteen hours a week for two months until a Security person can be hired.

7 aye; 0 no; 0 absent; 0 abstain

CREATION OF SECURITY OFFICER POSITION: Savako made a motion and Walz seconded to adopt **Res#24-12B** to accept the recommendation of the Personnel Committee to hire two permanent security persons to each work fifteen hours per week with a pay range between \$9.00 to \$12.00 an hour per the draft of job description.

NEW BUSINESS

STAFF RESIGNATION: Ribelin made a motion and Moser seconded to adopt **Res#25-12** to accept the resignation of Cheryl Burg from the part time position of Adult Area Page effective January 21, 2012.

7 aye; 0 no; 0 absent; 0 abstain *Attachment 1-S*

OLD BUSINESS

HEALTH INSURANCE: There was a discussion about the payment of Health benefits.

FOUNDATION REQUEST TO DIVERT DONATIONS: The Board discussed a request from the Foundation to consider diverting library donations to the Foundation. The board was reminded that it is probably not legal to change the designation on a donation. Polichene agreed to send a response with that information and noting that it is in the library's best interest to urge people to consider the Foundation. In addition, the Foundation could submit a written proposal for board consideration.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Julie Walz asked how the P.L.C. divides the P.L.F. and if a formula can be found for percentages.

ADJOURNMENT

Savako made a motion and Hall seconded that the meeting be adjourned at 7:00 p.m.

7 aye; 0 no; 0 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary