

REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
APRIL 16, 2012
CARLIN ROOM
5:00 P.M.

CALL TO ORDER: 5:03 p.m. by Polichene

MEMBERS PRESENT: Polichene; Hall; Savako; Walz; and Moser. Cimino and Ribelin were excused.
Also present: Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

AGENDA APPROVAL: The agenda was approved with one change under **Other Items To Be Brought Before The Board:** Friends of Reed Memorial Library Report
Hall made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: There were no comments.

Res#50-12 **MINUTES APPROVAL:** to approve the minutes of the March 27, 2012 Regular Meeting as presented.
Walz made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

FISCAL OFFICER

Res#51-12 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report
4-A and Financial Summary for March 2012 as presented
Savako made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#52-12 **Gifts & Donations:** to accept donations in the amount of \$449.92 as presented.
4-A Hall made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

Discards - none
PLF Report 4-B
E-Rate 4-C

DIRECTOR

Monthly Report 4-D

Statistics: Circulation for all Portage County Libraries is down. The addition of E-books and movies would help to improve circulation.

March 2012 **4-E**

Circulation by Month & Year **4-F**

Sunday Circulation **4-G**

Department Reports

Children's Department **4-H**

Reference Department **4-I**

Computer Services **4-J**

Circulation Department – Meeting rooms **4-K**

Announcements: The Dick Goddard "Spring Into Knowledge" program begins at 9:30 a.m. on Friday, April 20, 2012. The Silver Sneakers program will begin at 11:00 a.m.

PARTA would like to partner with the Library to transport people to programs.

REPORT ON PORTAGE LIBRARY CONSORTIUM MEETING

E-Book Discussion: PCDL and Kent are not willing to partner with Reed due to Contractual agreement.

Consortium Funding: Each Library will put in \$5000.00 because of income shortfalls.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not

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: To Be Scheduled

NEW BUSINESS

Res#53-12 **Friends of RML Liaison:** to appoint Linda Hall as the liaison to the Friends of Reed Memorial Library.
Moser made a motion and Walz seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#54-12 **Library Foundation Liaison:** to appoint Frank Cimino as the liaison to the Library Foundation.
Hall made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain

OLD BUSINESS

Set Meeting Date for Personnel Committee: To be announced after checking with Ribelin.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Friends of Reed Memorial Library Report: Linda Hall gave a written and verbal report on Friends. Some book sale volunteers are retiring. New and old Friends are stepping up to take over their duties. The Friends continue to get lots of book donations. The donations will be sorted on Tuesday and Thursday mornings each week as needed. 4-L

ADJOURNMENT

Walz made a motion and Moser seconded that the meeting be adjourned at 6:15 p.m.
5 aye; 0 no; 2 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary