

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
DECEMBER 10, 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, and Moser. Walz arrived at 5:10 p.m. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

AGENDA APPROVAL: to approve the agenda as presented.

Ribelin made a motion and Moser seconded.

6 aye; 0 no; 1 absent; 0 abstain

MINUTES APPROVAL: to approve the minutes of the November 19, 2012 Regular Meeting as presented.

Res#113-12 Hall made a motion and Savako seconded.

6 aye; 0 no; 1 absent; 0 abstain

TRUSTEE OATH: Ann Polichene

FISCAL OFFICER

Res#114-12 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
12-A Financial Summary for November 2012 as presented.

Cimino made a motion and Moser seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#115-12 **Donations & Gifts:** to accept donations in the amount of \$598.18 as presented.
12-A

Savako made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#116-12 **Discards:** to discard items listed as presented.
12-A

Ribelin made a motion and Cimino seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#117-12 **Minimum Wage Increase:** to comply with the State of Ohio minimum wage standard effective
January 1, 2013 and implement an increase of the Library's minimum wage to \$7.85/hour. Employees
currently making under that amount will receive a raise to \$7.85/hour effective January 1, 2013 and
Personnel Policy 3.12 will be updated.

Cimino made a motion and Savako seconded.

7 aye; 0 no; 0 absent; 0 abstain

DIRECTOR

Monthly Report 12-B

Statistics

November 2012 12-C (Page 1-8)

Circulation by Month & Year 12-D

Sunday Statistics 12-E

Department Reports

Children's Department 12-F

Reference Department 12-G

Computer Services 12-H

Circulation Department – Meeting rooms 12-I

Announcements

Personnel: to approve the hiring of Amy Terry-Keister for the position of Children's Outreach

Services Librarian.

Res#118-12 Savako made a motion and Ribelin seconded.

7 aye; 0 no; 0 absent; 0 abstain

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: Did not meet
PERSONNEL COMMITTEE: Did not meet

OLD BUSINESS

Res#119-12 **Sprinkler System Remediation:** to hire S.A. Comunale to treat sprinkler system with Proguard Green Rust Prevention at a cost of \$14,600.00.
Cimino made a motion and Hall seconded.
7 aye; 0 no; 0 absent; 0 abstain

NEW BUSINESS

Res#120-12 **Technology Plan:** to approve the Technology Plan as presented.
12-J
Ribelin made a motion and Moser seconded.
7 aye; 0 no; 0 absent; 0 abstain

Res#121-12 **Reorganizational Board Meeting:** to approve holding the Reorganizational Meeting at 5:00 p.m. on January 7, 2013.
Savako made a motion and Cimino seconded.
7 aye; 0 no; 0 absent; 0 abstain

Res#122-12 **Second Amended Certificate of Estimated Resources:** to amend the 2012 estimated resources as presented.
12-K
Ribelin made a motion and Cimino seconded.
7 aye; 0 no; 0 absent; 0 abstain

Set Date for Special Meetings: A Special Meeting for Trustees only has been set for 5:00 p.m. on Thursday, February 4, 2013 to discuss the performance appraisals for the Director and Fiscal Officer.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Res#123-12 **Extend Performance Appraisal Process:** to extend the Performance Appraisal process to 4:00 p.m. on March 18, 2013 for the Director and 4:30 p.m. for the Fiscal Officer.
Moser made a motion and Ribelin seconded.
7 aye; 0 no; 0 absent; 0 abstain

Children's Book Sale: Hall reported that the Junior Friends raised over \$600.00 during the Children's book sale.

ADJOURNMENT

Moser made a motion and Walz seconded that the meeting be adjourned at 5:45 p.m.
7 aye; 0 no; 0 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary