

**REED MEMORIAL LIBRARY
MINUTES
REORGANIZATIONAL MEETING
JANUARY 7, 2013
CARLIN ROOM
5:00 P.M.**

The Reorganizational Meeting was called to order at 5:05 p.m. by Polichene with the following members present: Polichene, Cimino, Savako, Ribelin, and Moser. Hall and Walz were excused. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

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

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

NOMINATIONS:

PRESIDENT: Ribelin 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 2014.
5 aye; 0 no; 2 absent; 0 abstain

VICE PRESIDENT: Moser made a motion and Savako seconded to nominate Frank Cimino for Vice President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2014.
5 aye; 0 no; 2 absent; 0 abstain

SECRETARY: Ribelin made a motion and Moser seconded to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2014.
5 aye; 0 no; 2 absent; 0 abstain

Res#1-13
1-A **COMMITTEES:** 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...".
Ribelin made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#2-13 **APPOINT DIRECTOR:** to appoint Cass Owens as Director of Reed Memorial Library until January 31, 2014.
Savako made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#3-13 **APPOINT FISCAL OFFICER:** to appoint Renee' Heitkamp as Fiscal Officer of Reed Memorial Library until January 31, 2014.
Ribelin made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#4-13 **APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy Arnoto as Deputy Fiscal Officer until January 31, 2014.
Moser made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain

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

- Res#5-13** **BONDS:** 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, 2013 until January 31, 2014.
Savako made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#6-13** **INVESTMENT POLICY:** to approve the Investment Policy as presented.
1-B Cimino made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#7-13** **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.
Moser made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#8-13** **SUPPLEMENTAL APPROPRIATIONS:** 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
Savako made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#9-13** **PETTY CASH/CASH ON HAND:** 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 2013.
Ribelin made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#10-13** **REINVESTED INTEREST:** 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.
Cimino made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#11-13** **INSURANCE:** to approve payment of insurance premium for Director, Fiscal Officer and Deputy Fiscal Officer bonds for the term: February 1, 2013 to February 1, 2014.
Moser made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain
NOTE: For next year be sure to add: Property Liability – see 2012 Reorz. mtg agenda for wording.
- Res#12-13** **REQUEST FOR ADVANCE OF TAXES COLLECTED:** 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, 2013, as provided by law.
Savako made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#13-13** **WAIVE MEETING ROOM FEES:** 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.
Cimino made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#14-13** **DISCARDS – LIBRARY MATERIALS:** to authorize the Director to discard unneeded library materials by within Portage County for their use.
Res#14-13 Cimino made a motion and Savako seconded.
5 aye; 0 no; 2 absent; 0 abstain
- Res#15-13** **DISCARDS – DONATIONS:** 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.
Moser made a motion and Ribelin seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#16-13 **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.
Ribelin made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#17-13 **HEALTH INSURANCE REPRESENTATIVE:** to appoint Renee' Heitkamp as the health insurance representative.
Savako made a motion and Cimino seconded.
5 aye; 0 no; 2 absent; 0 abstain

Res#18-13 **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.
Ribelin made a motion and Moser seconded.
5 aye; 0 no; 2 absent; 0 abstain

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD: There were no other items.

ADJOURNMENT

Ribelin made a motion and Moser seconded that the meeting be adjourned at 5:33 p.m.
5 aye; 0 no; 2 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary