

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
AUGUST 19, 2013
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, Savako, Ribelin, and Moser. Walz arrived at 5:10 and Hall was excused. Also present were Cass Owens, Director, Reneé Heitkamp, Fiscal Officer and Angela Young, Head of Children's Department.

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

INTRODUCTION OF HEAD OF CHILDREN'S DEPARTMENT, ANGELA YOUNG Angela Young outlined plans for Children's Department.

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments

Res#69-13 **MINUTES APPROVAL:** to approve the minutes of the July 15, 2013 Regular Meeting as presented.
Moser made a motion and Ribelin seconded.
5 aye; 0 no; 1 absent; 1 abstain

FISCAL OFFICER

Res#70-13 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
8-A Financial Summary for July 2013 as presented.
Savako made a motion and Cimino seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#71-13 **Gifts & Donations:** to accept donations in the amount of \$514.97 as presented.
8-A Cimino made a motion and Ribelin seconded.
6 aye; 0 no; 1 absent; 0 abstain

Discards: none

Res#72-13 **Electric Contract:** to accept the Direct Energy Business one year contract @ .0496 per Kwh as
8-B presented.
Moser made a motion and Walz seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#73-13 **Amounts and Rates - Official Certificate of Estimated Resources:** recommending that the Ravenna
8-C School District Board of Education approve a "RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR" for 2014.

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

Audit Report for 2011-2012 **8-D**

DIRECTOR

Monthly Report **8-E**

Statistics

July 2013 **8-F**

Circulation by Month & Year **8-G**

Sunday Circulation **8-H**

Department Reports

Children's Department **8-I**

Outreach Services **8-J**

Reference Department **8-K**

Computer Services **8-L**

Circulation Department – Meeting rooms **8-M**

DIRECTOR (continued)

Announcements

- Business Cards *(Form to be filled out and returned to Director)*
- Library Plaque
- Report on Collection Agency
- Website was hacked twice and will be moved from Warren to Columbus for service.

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

NEW BUSINESS

- Res#74-13** **Staff Hiring:** to approve the hiring of Angela Young for the full time position of Head of Children's Department effective August 12, 2013.
Ribelin made a motion and Savako seconded.
6 aye; 0 no; 1 absent; 0 abstain
- Res#75-13** **Staff Resignation:** to accept the resignation of Emily Mills from the part time position of Children's Area Page effective August 18, 2013.
8-N
Cimino made a motion and Moser seconded.
6 aye; 0 no; 1 absent; 0 abstain
- Res#76-13** **Personnel Policies:** to remove 2.16 Credit Union payroll deduction and automatic deposit policy from the Personnel Policies.
8-O
Savako made a motion and Cimino seconded.
6 aye; 0 no; 1 absent; 0 abstain
- Res#77-13** **Personnel Policies:** to revise 2.6 Earned Time Off policy by removing "ETO MUST BE USED IN A MINIMUM BLOCK OF ONE HOUR" as presented.
8-P
Savako made a motion and Walz seconded.
6 aye; 0 no; 1 absent; 0 abstain
- Res#78-13** **Reference Assistant Job Description:** to revise the job description for Reference Assistant as presented.
8-Q
Cimino made a motion and Moser seconded.
6 aye; 0 no; 1 absent; 0 abstain
- Res#79-13** **Assistant Children's Librarian Job Description:** to revise the job description for Assistant Children's Librarian as presented.
8-R
Ribelin made a motion and Savako seconded.
6 aye; 0 no; 1 absent; 0 abstain

OLD BUSINESS

- Res#80-13** **Sprinkler System Repair:** to approve payment to S.A. Comunale for sprinkler system repairs as presented.
8-S
Cimino made a motion and Walz seconded.
6 aye; 0 no; 1 absent; 0 abstain
- Res#81-13** **Sprinkler System Repair:** to approve payment to Hummel Construction for work coordinated with sprinkler system repairs as presented.
8-T
Savako made a motion and Moser seconded.
6 aye; 0 no; 1 absent; 0 abstain

Discussion of Library Foundation

Discussion of Survey of Board Effectiveness

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

ADJOURNMENT

Cimino made a motion and Ribelin seconded that the meeting be adjourned at 7:00 p.m.
6 aye; 0 no; 1 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary