

**REED MEMORIAL LIBRARY  
MINUTES  
REORGANIZATIONAL MEETING  
JANUARY 6, 2014  
CARLIN ROOM  
5:00 P.M.**

The Reorganizational Meeting was called to order at 5:00 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Ribelin, Walz and Moser. Savako was 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 Hall seconded  
6 aye; 0 no; 1 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE** none

**NOMINATIONS:**

**PRESIDENT:** to nominate Ann Polichene for President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2015.

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

**VICE PRESIDENT:** to nominate Frank Cimino for Vice President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2015.

Ribelin made a motion and Waltz seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**SECRETARY:** to nominate Janice Savako for Secretary of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2015.

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

**Res#1-14** **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 Hall seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**Res#2-14** **APPOINT DIRECTOR:** to appoint Cass Owens as Director of Reed Memorial Library until January 31, 2015.  
Moser made a motion and Waltz seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**Res#3-14** **APPOINT FISCAL OFFICER:** to appoint Renee' Heitkamp as Fiscal Officer of Reed Memorial Library until January 31, 2015.  
Cimino made a motion and Hall seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**Res#4-14** **APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy Arnoto as Deputy Fiscal Officer of Reed Memorial Library until January 31, 2015.  
Moser made a motion and Waltz seconded.  
6 aye; 0 no; 1 absent; 0 abstain

- Res#5-14** **BONDS:** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director, Fiscal Officer beginning February 1, 2014 until January 31, 2015 and for Deputy Fiscal Officer (January 1, 2014 until December 31, 2014).  
Ribelin made a motion and Waltz seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#6-14**  
1-A **INVESTMENT POLICY:** to approve the Investment Policy as presented.  
Cimino made a motion and Moser seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#7-14** **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.  
Hall made a motion and Ribelin seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#8-14** **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  
Cimino made a motion and Ribelin seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#9-14** **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 2014.  
Waltz made a motion and Ribelin seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#10-14** **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.  
Hall made a motion and Cimino seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#11-14** **INSURANCE:** to approve payment of insurance premium for property and casualty for the building and contents, including boiler, for the term: 2/10/14 to 2/10/15 and Director and Fiscal Officer bonds for the term: February 1, 2014 to February 1, 2015.  
Waltz made a motion and Moser seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#12-14** **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, 2014, as provided by law.  
Ribelin made a motion and Cimino seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#13-14** **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.  
Moser made a motion and Cimino seconded.  
6 aye; 0 no; 1 absent; 0 abstain

- Res#14-14** **DISCARDS – LIBRARY MATERIALS:** to authorize the Director to discard unneeded library materials by within Portage County for their use.  
Ribelin made a motion and Moser seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#15-14** **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.  
Hall made a motion and Waltz seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#16-14** **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.  
Hall made a motion and Cimino seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#17-14** **HEALTH INSURANCE REPRESENTATIVE:** to appoint Renee’ Heitkamp as the health insurance representative.  
Moser made a motion and Cimino seconded.  
6 aye; 0 no; 1 absent; 0 abstain
- Res#18-14** **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.  
Waltz made a motion and Ribelin seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**ADJOURNMENT**

Ribelin made a motion and Waltz seconded that the meeting be adjourned at 5:25 p.m.  
6 aye; 0 no; 1 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary