

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
NOVEMBER 19, 2014
CARLIN ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:03 p.m. by Polichene with the following members present: Polichene, Cimino, Savako, Ribelin, Walz, Moser and Courtney.
Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

TRUSTEE OATH: Eric Courtney

AGENDA APPROVAL: to approve the agenda as presented

Res#111-14 Moser made a motion and Walz seconded
7 aye; 0 no; 0 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: There were no comments.

MINUTES APPROVAL: to approve the minutes of the October 1, 2014 Special Meeting as presented

Res#112-14 Savako made a motion and Walz seconded
6 aye; 0 no; 0 absent; 1 abstain

MINUTES APPROVAL: to approve the minutes of the October 8, 2014 5:15 p.m. Special Meeting as presented.

Res#113-14 Cimino made a motion and Moser seconded
6 aye; 0 no; 0 absent; 1 abstain

MINUTES APPROVAL: to approve the minutes of the October 15, 2014 Special Meeting as presented.

Res#114-14 Cimino made a motion and Savako seconded
5 aye; 0 no; 0 absent; 2 abstain

MINUTES APPROVAL: to approve the minutes of the October 15, 2014 Regular Meeting as presented.

Res#115-14 Walz made a motion and Ribelin seconded
4 aye; 0 no; 0 absent; 3 abstain

FISCAL OFFICER

Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report and Financial Summary for October 2014 as presented.

Res#116-14
11-A Courtney made a motion and Ribelin seconded
7 aye; 0 no; 0 absent; 0 abstain

Donations & Gifts: to accept donations in the amount of \$198.77 as presented.

Res#117-14
11-A Cimino made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Discards: to discard items listed as presented.

Res#118-14
11-A Savako made a motion and Ribelin seconded
7 aye; 0 no; 0 absent; 0 abstain

FISCAL OFFICER *continued*

Temporary Appropriations for 2015: to approve the following 2015 Temporary Appropriations:

General Fund (1000)	\$600,000.00
<i>Special Revenue:</i>	
1) Children's Area (2001)	10,000.00
2) Ruth C. Woolf Memorial Fund (2002)	1,000.00
3) Brown Fund (2005)	3,000.00
<i>Capital Projects:</i>	
1) Building and Repair (4001)	300,000.00
2) Automation (4002)	25,000.00
<i>Permanent: Gilbert/Short (5001)</i>	<u>1,000.00</u>
For a total of:	<u>\$940,000.00</u>

Res#119-14

Courtney made a motion and Cimino seconded
7 aye; 0 no; 0 absent; 0 abstain

DIRECTOR

Monthly Report 11-B
Statistics

October 2014 11-C (Page 1-8)
Circulation by Month & Year 11-D
Sunday Statistics 11-E

Department Reports

Children's Department 11-F
Outreach Services 11-G
Reference Department 11-H
Computer Services 11-I
Circulation Department – Meeting rooms 11-J

Announcements: None

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not meet

FINANCE COMMITTEE: Did not meet

RECORDS RETENTION COMMITTEE: Met on 11/19/14 at 5:00 p.m.

A Certificate of Records Disposal (RC-3): to recommend that the Trustees approve the

Res#120-14
11-K

Certificate of Records Disposal (RC-3) as presented.
Savako made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain

LONG RANGE PLANNING COMMITTEE: Did not meet

BUILDING AND GROUNDS COMMITTEE: Did not meet

PERSONNEL COMMITTEE: Did not meet.

OLD BUSINESS: None

NEW BUSINESS

Job Description Revision for Adult Outreach Services Clerk: to approve the revised job description for Adult Outreach Services Clerk as presented.

Res#121-14
11-L

Cimino made a motion and Ribelin seconded
7 aye; 0 no; 0 absent; 0 abstain

NEW BUSINESS *continued*

2015 Holidays: to approve that the Library will be closed on the following 2015 holidays:

- | | | |
|-------------------|--|---------------------------------|
| Res#122-14 | New Year's Day, Jan 1 | Martin Luther King Day, Jan. 19 |
| | Easter Sunday, April 5 (not a pd. hol.) | Memorial Day, May 25 |
| | Independence Day, July 4 | Labor Day, September 7 |
| | Thanksgiving Day, Nov. 26 (close 6 p.m. Wed. 25) | Christmas Eve, Dec. 24 |
| | Christmas Day, Dec. 25 | New Year's Eve, Dec. 31 |

The Library will be open on Presidents' Day (Feb 16) and Veterans Day (Nov 11).

Courtney made a motion and Cimino seconded

7 aye; 0 no; 0 absent; 0 abstain

2015 Staff Day Closings: to approve that the Library will be closed for half a day on

- Res#123-14** February 6, 2015, June 5, 2015 and October 2, 2015 for Staff and Department meetings. The Library will be open from 1:00 p.m. to 6:00 p.m. on these dates.

Savako made a motion and Walz seconded

7 aye; 0 no; 0 absent; 0 abstain

2015 Regular Board Meeting Dates: to set the following dates for Regular Board Meetings in 2015:

- | | | |
|-------------------|-------------|--------------|
| Res#124-14 | January 21 | July 15 |
| | February 18 | August 19 |
| | March 18 | September 16 |
| | April 15 | October 21 |
| | May 20 | November 18 |
| | June 17 | December 16 |

Courtney made a motion and Ribelin seconded

7 aye; 0 no; 0 absent; 0 abstain

Reorganizational Board Meeting: A separate Reorganizational Meeting has been set for January 7, 2015 at 4:00 p.m.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Set Date for Personnel Committee Work Session: Set for December 17, 4:30 p.m. to discuss Personnel policies.

ADJOURNMENT

Ribelin made a motion and Cimino seconded that the meeting be adjourned 6:02 p.m.

7 aye; 0 no; 0 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary