

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
NOVEMBER 18, 2015  
CARLIN ROOM  
5:00 P.M.**

The Regular Meeting was called to order at 5:07 p.m. by Ribelin with the following members present: Ribelin, Cimino, Savako, Moser, and Courtney. Walz was excused.  
Also present: Brian Hare, Director, Reneé Heitkamp, Fiscal Officer and Ann Polichene, guest.

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

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**Res#82-15** **MINUTES APPROVAL:** to approve the minutes of the October 21, 2015 Regular Meeting as presented.  
Courtney made a motion and Cimino seconded  
5 aye; 0 no; 1 absent; 0 abstain

**TRUSTEE OATH:** Eric Courtney

**FISCAL OFFICER**

**Res#83-15** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and  
**11-A** Financial Summary for October 2015 as presented.  
Courtney made a motion and Moser seconded  
5 aye; 0 no; 1 absent; 0 abstain

**Res#84-15** **Donations & Gifts:** to accept donations in the amount of \$54.92 as presented.  
**11-A** Moser made a motion and Savako seconded  
5 aye; 0 no; 1 absent; 0 abstain

**Res#85-15** **Discards:** to discard items listed as presented.  
**11-A** Cimino made a motion and Moser seconded  
5 aye; 0 no; 1 absent; 0 abstain

**Temporary Appropriations for 2016:** to approve the following 2016 Temporary Appropriations:

<b>Res#86-15</b>	<b>General Fund (1000)</b>	\$600,000.00
	<i>Special Revenue:</i>	
	<b>1) Children's Area (2001)</b>	7,000.00
	<b>2) Ruth C. Woolf Memorial Fund (2002)</b>	1,000.00
	<b>3) Brown Fund (2005)</b>	0.00
	<i>Capital Projects:</i>	
	<b>1) Building and Repair (4001)</b>	300,000.00
	<b>2) Automation (4002)</b>	20,000.00
	<i>Permanent: Gilbert/Short (5001)</i>	<u>0.00</u>
	<b>For a total of:</b>	<b>\$928,000.00</b>

Courtney made a motion and Cimino seconded  
5 aye; 0 no; 1 absent; 0 abstain

**DIRECTOR**

**Monthly Report / Statistics** 11-B  
**Department Reports / Statistics** 11-C  
Reference Department  
Children's Department  
Circulation Department  
Computer Services  
Technical Services

**Announcements:** None

**COMMITTEE REPORTS**

**BYLAWS AND POLICY COMMITTEE:** Did not meet

**FINANCE COMMITTEE:** Did not meet

**RECORDS RETENTION COMMITTEE:** Met on 11/18/15 at 5:00 p.m.

**Records Retention Schedule (RC-2):** to recommend that the Trustees approve the

**Res#87-15** disposal of documents per the Records Retention Schedule (RC-2).

Courtney made a motion and Savako seconded

5 aye; 0 no; 1 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**

**2016 Holidays:** to approve that the Library will be **closed** on the following 2016 holidays:

<b>Res#88-15</b>	New Year's Day, Jan 1	Martin Luther King Day, Jan. 18
	Easter Sunday, March 27 (not a pd. hol.)	Memorial Day, May 30
	Independence Day, July 4	Labor Day, September 5
	Thanksgiving Day, Nov. 24 (close 6 p.m. Wed. 23)	Christmas Eve, Dec. 24 (Sat.)
	Christmas Day, Dec. 25 (Sun.)	Day after Christmas Dec. 26 (Mon.)
	New Year's Eve, Dec. 31 (Sat.)	

The Library will be **open** on Presidents' Day (Feb 15) and Veterans Day (Nov 11).

Cimino made a motion and Courtney seconded

5 aye; 0 no; 1 absent; 0 abstain

**2016 Staff Day Closings:** to approve that the Library will be closed for half a day on

**Res#89-15** February 5, 2016, June 3, 2016 and October 7, 2016 for Staff and Department meetings. The Library will be open from 1:00 p.m. to 6:00 p.m. on these dates.

Moser made a motion and Savako seconded

5 aye; 0 no; 1 absent; 0 abstain

**2016 Regular Board Meeting Dates:** to set the following dates for Regular Board Meetings in 2016:

<b>Res#90-15</b>	January 20	July 20
	February 17	August 17
	March 16	September 21
	April 20	October 19
	May 18	November 16
	June 15	December 21

Moser made a motion and Courtney seconded

5 aye; 0 no; 1 absent; 0 abstain

**Reorganizational Board Meeting:** Date for the January 2016 Reorganizational Meeting will be determined at the December 16, 2015 board meeting.

**NEW BUSINESS** *continued*

**Res#91-15** **Power Alarm Inc. Proposal:** to accept the proposal from Power Alarm Inc. for replacing cameras  
11-D and installing new DVR system as presented.

Courtney made a motion and Savako seconded

0 aye; 5 no; 1 absent; 0 abstain

**Discussion Item:** Discussion on re-organizing management of the facility and facilities staff under the Director.

**Discussion Item:** Interviews for the open Board position will be held starting at 4:00 p.m. on December 16, 2015. If possible, meetings with candidates will be at 4:00, 4:20 and 4:40 pm.

**A Resolution of Tribute for Evelyn Ann Polichene:** to accept a Resolution of Tribute for Evelyn Ann Polichene as presented.

**Res#92-15** Moser made a motion and Savako seconded  
11-E

5 aye; 0 no; 1 absent; 0 abstain

**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD**

**Amend Agenda:** to approve amending the agenda to include Res#94-15.

**Res#93-15** Savako made a motion and Moser seconded  
5 aye; 0 no; 1 absent; 0 abstain

**Ashton Sound Proposal:** to authorize Director to accept the proposal from Ashton Sound for replacing cameras and installing new DVR system not to exceed \$14,000.00.

**Res#94-15** Courtney made a motion and Cimino seconded  
5 aye; 0 no; 1 absent; 0 abstain

**ADJOURNMENT**

Savako made a motion and Moser seconded that the meeting be adjourned at 6:36 p.m.  
5 aye; 0 no; 1 absent; 0 abstain

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Ben Ribelin, President

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Janice Savako, Secretary