

**REED MEMORIAL LIBRARY  
MINUTES  
ORGANIZATIONAL MEETING  
JANUARY 11, 2017  
CARLIN ROOM  
5:00 P.M.**

The Organizational Meeting was called to order at 5:12 p.m. by Cimino with the following members present: Cimino, Savako, Walz, Courtney, Barber and Grair. Moser was excused  
Also present: Brian Hare, Director

**AGENDA APPROVAL:** to approve the agenda with corrections to dates on Res#11-17.  
Savako made a motion and Barber seconded  
6 aye; 0 no; 1 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**NOMINATIONS:**

**PRESIDENT:** to nominate Frank Cimino for President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2018.  
Courtney made a motion and Barber seconded  
6 aye; 0 no; 1 absent; 0 abstain

**VICE PRESIDENT:** to nominate Bill Barber for Vice President of Reed Memorial Library Board of Trustees to serve until the reorganizational meeting in 2018.  
Savako made a motion and Courtney 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 2018.  
Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#1-17** **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..."  
Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#2-17** **APPOINT DIRECTOR:** to appoint Brian C Hare as Director of Reed Memorial Library until January 31, 2018 at current salary.  
Savako made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain.

**Res#3-17** **APPOINT FISCAL OFFICER:** to appoint Renée L Heitkamp as Fiscal Officer of Reed Memorial Library until January 31, 2018 at current salary.  
Walz made a motion and Barber seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#4-17** **APPOINT DEPUTY FISCAL OFFICER:** to appoint Kathy L Arnoto as Deputy Fiscal Officer of Reed Memorial Library until January 31, 2018.  
Courtney made a motion and Walz seconded  
6 aye; 0 no; 1 absent; 0 abstain

**OATHS OF OFFICE:** President; Vice President; Secretary; Director, Fiscal Officer; Deputy Fiscal Officer,

- Res#5-17** **BONDS:** to authorize the Fiscal Officer to initiate bonds in the amount of \$100,000 for the Director and Fiscal Officer beginning February 1, 2017 until January 31, 2018 and for Deputy Fiscal Officer (December 31, 2016 until December 31, 2017).  
Walz made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#6-17**  
1-A **INVESTMENT POLICY:** to approve the Investment Policy as presented.  
Grair made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#7-17** **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.  
Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#8-17** **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.  
Barber made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#9-17** **PETTY CASH/CASH ON HAND:** to reestablish petty cash at \$77.00 and cash on hand at \$173.00 for a total of \$250.00 for the year 2017.  
Courtney made a motion and Walz seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#10-17** **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.  
Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#11-17** **INSURANCE:** to approve payment of insurance premium for property and casualty for the building and contents, including boiler, for the term: February 10, 2017 to February 10, 2018 and Director and Fiscal Officer Bonds for the term: February 1, 2017 to January 31, 2018; and Deputy Fiscal Officer's bond for term: December 31, 2016 until December 31, 2017  
Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#12-17** **DISCARDS – LIBRARY MATERIALS:** to authorize the Director to discard unneeded library materials by donation to either "Friends of Reed Memorial Library" for their book sale or appropriate educational entities within Portage County for their use.  
Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#13-17** **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.  
Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain
- Res#14-17** **DIRECTOR AUTHORIZATION TO APPROVE CONTRACTS:** to authorize the Director to approve contracts/agreements up to \$5,000.00.  
Courtney made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**HEALTH INSURANCE REPRESENTATIVE:** to appoint Renee' Heitkamp as the health insurance representative.

**Res#15-17** Walz made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**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.

**Res#16-17** Walz made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**BUDGET:** to approve the amended "Certificate of the Total Amount from all Sources Available for Expenditures and Balances" as prepared by the Fiscal Officer and presented to the Portage County Budget Commission for approval.

**Res#17-17**  
1-B Savako made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**ADJOURNMENT**

Barber made a motion and Courtney seconded that the meeting be adjourned at 5:43 p.m.  
6 aye; 0 no; 1 absent; 0 abstain

**PERFORMANCE APPRAISALS OF DIRECTOR AND FISCAL OFFICER**

**Executive Session** Courtney made a motion and Barber seconded to go into an executive session at 5:47 p.m. to discuss the Performance Appraisals of Director, Brian Hare and Fiscal Officer, Renee' Heitkamp.

**Res#18-17** Roll call: Cimino - yes; Savako - yes; Walz - yes; Moser - excused; Courtney – yes; Barber – yes; Grair – yes

**Come out of Executive Session** Walz made a motion and Savako seconded to come out of executive session at 7:00 p.m.

**Res#19-17** Roll call: Cimino - yes; Savako - yes; Walz - yes; Moser - excused; Courtney – yes; Barber – yes; Grair – yes

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Frank Cimino, President

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Janice Savako, Secretary