

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
NOVEMBER 15, 2017
STORYTIME ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:02 p.m. by Cimino with the following members present: Cimino, Barber, Savako, Walz, Moser, Courtney, and Grair.
Also present: Brian Hare, Director, Reneé Heitkamp, Fiscal Officer and Patricia Bertsch

AGENDA APPROVAL: to approve the agenda as presented.
Moser made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: None

Res#92-17 **MINUTES APPROVAL:** to approve the minutes of the October 18, 2017 Regular Meeting as presented.
Savako made a motion and Courtney seconded
6 aye; 0 no; 0 absent; 1 abstain

FISCAL OFFICER

Res#93-17 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (11-A)
11-A and Financial Summary (11-B) for October 2017 as presented.
11-B Courtney made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#94-17 **Donations & Gifts:** to accept donations in the amount of \$123.88 as presented.
11-C Moser made a motion and Walz seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#95-17 **Discards:** to discard items listed as presented.
11-D Savako made a motion and Courtney seconded
7 aye; 0 no; 0 absent; 0 abstain

Temporary Appropriations for 2018: to approve the following 2018 Temporary Appropriations:

Res#96-17	General Fund (1000)	\$520,000.00
	<i>Special Revenue:</i>	
	1) Children's Area (2001)	3,000.00
	2) Ruth C. Woolf Memorial Fund (2002)	500.00
	3) Brown Fund (2005)	0.00
	<i>Capital Projects:</i>	
	1) Building and Repair (4001)	50,000.00
	2) Automation (4002)	5,000.00
	<i>Permanent: Gilbert/Short (5001)</i>	<u>0.00</u>
	For a total of:	\$578,500.00

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

DIRECTOR

Monthly Report / Statistics 11-E
Strategic Plan Draft 11-F

Department Reports / Statistics 11-G
Reference Department
Children's Department
Circulation Department
Computer Services
Technical Services

Announcements: None

Bill Barber left the meeting at 6:05 p.m.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not meet

FINANCE COMMITTEE: Did not meet

RECORDS RETENTION COMMITTEE: Met on 11/15/17 at 5:00 p.m.

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

Res#97-17 disposal of documents per the Records Retention Schedule (RC-2).

Moser made a motion and Walz seconded

6 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

2018 Holidays: to approve that the Library will be **closed** on the following 2018 holidays:

Res#98-17

New Year's Day, Jan. 1 (Mon)

Easter Sunday, April 1 (**not** a pd. Hol)

Martin Luther King Day, Jan. 15

Independence Day, July 4 (Wed)

Memorial Day, May 28

Thanksgiving Day, Nov. 22 (close 6 p.m. Wed. 21)

Labor Day, September 3

Christmas Day, Dec. 25 (Tue)

Christmas Eve, Dec. 24 (Mon)

New Year's Eve, Dec. 31 (Mon)

The Library will be **open** on Presidents' Day (Feb 19) and Veterans Day (Nov 11).

Savako made a motion and Courtney seconded

6 aye; 0 no; 1 absent; 0 abstain

2018 Staff Day Closings: to approve that the Library will be closed for half a day on

Res#99-17

February 2, 2018, June 1, 2018 and October 12, 2018 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 Walz seconded

6 aye; 0 no; 1 absent; 0 abstain

2018 Regular Board Meeting Dates: to set the following dates for 2018 Regular Board Meetings

Res#100-17

January 17

July 18

February 21

August 15

March 21

September 19

April 18

October 17

May 16

November 21

June 20

December 19

Courtney made a motion and Moser seconded

6 aye; 0 no; 1 absent; 0 abstain

Organizational Board Meeting: An Organizational Meeting will be held at 5:00 p.m. on January 10, 2018.

**Res#101-17
11-H**

Personnel Policy update: to approve changing Personnel Policy 3.h and 3.i as presented.

Courtney made a motion and Grair seconded

6 aye; 0 no; 1 absent; 0 abstain

Res#102-17

Job Description Updates: to approve the following language changes to the "*Hours of Work*" section as follows: "*Staff are required to work evening and weekend shifts, as assigned.*"

Walz made a motion and Savako seconded

6 aye; 0 no; 1 absent; 0 abstain

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Trustee Oath: Janice Savako

Fiscal Officer Oath: Patricia Bertsch

ADJOURNMENT

Savako made a motion and Moser seconded that the meeting be adjourned at 6:30 p.m.

6 aye; 0 no; 1 absent; 0 abstain