

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
AUGUST 16, 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, Moser, and Courtney. Waltz and Grair were excused.  
Also present: Brian Hare, Director, Renee Heitkamp, Fiscal Officer and Natalie Kiriazis, RML Practicum Student

**AGENDA APPROVAL:** to approve the agenda as presented.  
Courtney made a motion and Barber seconded  
5 aye; 0 no; 2 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE:**

Brian Hare introduced Natalie Kiriazis, RML Practicum Student

**Res#64-17** **MINUTES APPROVAL:** to approve the minutes of the July 19, 2017 Regular Meeting as presented.  
Moser made a motion and Courtney seconded  
4 aye; 0 no; 2 absent; 1 abstain

**FISCAL OFFICER**

**Res#65-17** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (8-A) and  
8-A Financial Summary (8-B) for July 2017 as presented.  
8-B Savako made a motion and Courtney seconded  
5 aye; 0 no; 2 absent; 0 abstain

**Gifts & Donations:** to accept donations in the amount of \$245.00 as presented.

**Res#66-17** Courtney made a motion and Moser seconded  
8-C 5 aye; 0 no; 2 absent; 0 abstain

**Discards:** none

**Res#67-17** **Second Amended Official Certificate of Estimated Resources:** to approve the second amendment  
8-D of the 2017 Official Certificate of Estimated Resources as presented.  
Savako made a motion and Barber seconded  
5 aye; 0 no; 2 absent; 0 abstain

**Res#68-17** **Payment to Portage Library Consortium:** to approve an additional payment of \$20,000.00 to the  
Portage Library Consortium account.  
Moser made a motion and Barber seconded  
4 aye; 1 no; 2 absent; 0 abstain

**Res#69-17** **F. Amounts and Rates - Official Certificate of Estimated Resources:** to approve "THE AMOUNTS  
8-E AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY  
TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR" for 2018 and send to the Ravenna  
School District Board of Education for approval.  
Savako made a motion and Courtney seconded  
5 aye; 0 no; 2 absent; 0 abstain

**DIRECTOR**

**Monthly Report / Statistics** 8-F

**Department Reports / Statistics** 8-G

1. Reference Department
2. Children's Department
3. Circulation Department
4. Computer Services
5. Technical Services

**Announcements:** None

**COMMITTEE REPORTS**

**BYLAWS AND POLICY COMMITTEE:** Met on August 16, 2017 at 4:30 p.m.

**Res#70-17** **Circulation Policy:** to accept the recommendation of the Bylaws and Policy Committee to  
**8-H** approve the changes to the Circulation Policy as presented.

Barber made a motion and Moser seconded  
5 aye; 0 no; 2 absent; 0 abstain

**FINANCE COMMITTEE:** Did not meet

**RECORDS RETENTION COMMITTEE:** Did not meet

**LONG RANGE PLANNING COMMITTEE:** Did not meet

**BUILDING AND GROUNDS COMMITTEE:** Did not meet

**PERSONNEL COMMITTEE:** Met on August 7, 2017 at 5:00 p.m.

The Personnel Committee recommended further discussion before the full board.

**NEW BUSINESS**

**Res#71-17** **Staff Resignation:** to accept the resignation of Renee Heitkamp from the part time position of  
Fiscal Officer. Effective date is contingent upon the start date of new hire.

Moser made a motion and Courtney seconded  
5 aye; 0 no; 2 absent; 0 abstain

**Res#72-17** **Job Descriptions:** to approve the Job Descriptions of Training and Special Projects Coordinator,  
Fiscal Officer and Security Officer as presented.

Courtney made a motion and Savako seconded  
5 aye; 0 no; 2 absent; 0 abstain

**OLD BUSINESS:** None

**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD:** None

**Res#73-17** **Executive Session:** Courtney made a motion and Savako seconded to go into an executive  
session at 7:00 p.m. to consider the complaints against a public employee.  
Roll call: Cimino - yes; Savako - yes; Walz -excused; Moser - yes; Courtney – yes; Barber – yes; Grair-excused

**Res#74-17** **Come out of Executive Session:** Barber made a motion and Moser seconded to come out of  
executive session at 7:15 p.m.  
Roll call: Cimino - yes; Savako - yes; Walz -excused; Moser - yes; Courtney – yes; Barber – yes; Grair-excused

**ADJOURNMENT**

Moser made a motion and Barber seconded that the meeting be adjourned at 7:15 p.m.  
5 aye; 0 no; 2 absent; 0 abstain

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Frank Cimino, President

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Janice Savako, Secretary