

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
JANUARY 15, 2014
CARLIN ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:04 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, Walz and Moser. Ribelin arrived at 5:10 p.m. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer.

AGENDA APPROVAL: to approve the agenda as presented.

Cimino made a motion and Hall seconded
6 aye; 0 no; 1 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

Res#19-14 **MINUTES APPROVAL:** to approve the minutes of the December 16, 2013 Regular Meeting as presented.

Savako made a motion and Moser seconded
5 aye; 0 no; 1 absent; 1 abstain

Res#20-14 **MINUTES APPROVAL:** to approve the minutes of the January 6, 2014 Reorganizational Meeting as presented.

Moser made a motion and Walz seconded
5 aye; 0 no; 1 absent; 1 abstain

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

FISCAL OFFICER

Res#21-14 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
1-B Financial Summary for December 2013 as presented.

Hall made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Res#22-14 **Donations & Gifts:** to accept donations in the amount of \$423.48 as presented.

1-B Savako made a motion and Moser seconded
7 aye; 0 no; 0 absent; 0 abstain

Discards: to discard items listed as presented.

Res#23-14 Ribelin made a motion and Cimino seconded

1-B 7 aye; 0 no; 0 absent; 0 abstain

Certificate of Records Disposal (RC-3): to approve the Certificate of Records Disposal (RC-3) as
presented.

Res#24-14 Hall made a motion and Savako seconded

1-C 7 aye; 0 no; 0 absent; 0 abstain

BUDGET: to approve the first amendment of the budget according to the "Certificate of the Total
Amount from all Sources Available for Expenditures and Balances", and to send to the Ravenna School
District Board of Education and the Portage County Budget Commission for approval.

Res#25-14 Cimino made a motion and Ribelin seconded

1-D 7 aye; 0 no; 0 absent; 0 abstain

DIRECTOR

Monthly Report 1-E

Statistics

December 2013 1-F (Page 1-8)

Circulation by Month & Year 1-G

Sunday Statistics 1-H

Department Reports

Children's Department 1-I

Outreach Services 1-J

Reference Department 1-K

Computer Services 1-L

Circulation Department – Meeting rooms 1-M

Announcements None

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not meet

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: Did not meet

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD None

ADJOURNMENT

Savako made a motion and Moser seconded that the meeting be adjourned at 5:50 p.m.

7 aye; 0 no; 0 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary