

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
APRIL 16, 2014  
CARLIN ROOM  
5:00 P.M.**

The Regular Meeting was called to order at 5:11 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, Ribelin, and Moser. Walz was excused. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

**AGENDA APPROVAL:** to approve the agenda with modifications to Announcements, New Business and Other Items.

Moser made a motion and Ribelin seconded  
6 aye; 0 no; 1 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE** There were no comments.

**Res#52-14** **MINUTES APPROVAL:** to approve the minutes of the March 19, 2014 Regular Meeting as presented.

Ribelin made a motion and Moser seconded  
6 aye; 0 no; 1 absent; 0 abstain

**FISCAL OFFICER**

**Res#53-14** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and Financial Summary for March 2014 as presented.

4-A Savako made a motion and Cimino seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#54-14** **Gifts & Donations:** to accept donations in the amount of \$328.89 as presented.

4-A Hall made a motion and Ribelin seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Discards:** none

**E-Rate:** Form 471 has been submitted. Receipt of the application has been acknowledged by USAC. 4-B

**Res#55-14** **Life Insurance Renewal:** to approve renewal of the Life Insurance contract with Humana.

4-C Ribelin made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**DIRECTOR**

**Monthly Report** 4-D

**Statistics**

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Circulation by Month & Year 4-F

Sunday Statistics 4-G

State of Ohio Annual Report 4-H

**Department Reports**

Children's Department 4-I

Outreach Services 4-J

Reference Department 4-K

Computer Services 4-L

Circulation Department – Meeting rooms 4-M

**Announcements**

**NOLA Trust Refund:** Reed Memorial Library will receive a refund of \$10,292.55 from NOLA.

**COMMITTEE REPORTS**

**BYLAWS AND POLICY COMMITTEE:** Did not

**FINANCE COMMITTEE:** Met on April 16, 2014 at 5:00 p.m.

**2015 Budget:** to accept the recommendation of the Finance Committee to approve the

**Res#56-14** 2015 Budget as presented and to forward to Ravenna School District.

4-N

Cimino made a motion and Savako seconded

6 aye; 0 no; 1 absent; 0 abstain

**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

**NEW BUSINESS**

**Friends of RML Liaison:** to appoint Linda Hall as the liaison to the Friends of Reed Memorial Library.

**Res#57-14** Cimino made a motion and Moser seconded

6 aye; 0 no; 1 absent; 0 abstain

**Library Foundation Liaison:** to appoint Frank Cimino as the liaison to the Library Foundation.

**Res#58-14** Hall made a motion and Ribelin seconded

6 aye; 0 no; 1 absent; 0 abstain

**Health Insurance:** The Ohio Plan has notified Reed Memorial Library that all Health Insurance coverage with this provider will end on May 31, 2014. Fiscal Officer is investigating the Library's options and will inform the Board at the next meeting.

**OLD BUSINESS:** none

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

**Set date for Policy Committee** – To review Circulation Policy and Personnel Policies. Meeting will be set for May or June.

**ADJOURNMENT**

Moser made a motion and Ribelin seconded that the meeting be adjourned at 6:20 p.m.

6 aye; 0 no; 1 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary