

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
MAY 20, 2013
CARLIN ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:00 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, Ribelin, and Walz. Moser was excused. Also present were Cass Owens, Director, Reneé Heitkamp, Fiscal Officer and Kevin Scanlon, Guest.

AGENDA APPROVAL: to approve the agenda as presented.
Savako made a motion and Walz seconded.
6 aye; 0 no; 1 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

Res#51-13 **MINUTES OF MARCH 18, 2013 4:00 SPECIAL MEETING:** to approve the minutes of the March 18, 2013 4:00 p.m. Special Meeting as presented.
Hall made a motion and Walz seconded.
4 aye; 0 no; 1 absent; 2 abstain

Res#52-13 **MINUTES OF MARCH 18, 2013 4:30 SPECIAL MEETING:** to approve the minutes of the March 18, 2013 4:30 p.m. Special Meeting as presented.
Savako made a motion and Walz seconded.
4 aye; 0 no; 1 absent; 2 abstain

Res#53-13 **MINUTES APPROVAL:** to approve the minutes of the April 15, 2013 Regular Meeting as presented.
Cimino made a motion and Ribelin seconded.
6 aye; 0 no; 1 absent; 0 abstain

REPORT ON SPRINKLER SYSTEM: Kevin Scanlon of S.A. Comunale gave a report on the sprinkler system.

FISCAL OFFICER

Res#54-13 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and Financial Summary for April 2013 as presented.
5-A
Cimino made a motion and Walz seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#55-13 **Gifts & Donations:** to accept donations in the amount of \$281.96 as presented.
5-A
Savako made a motion and Cimino seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#56-13 **Discards:** to discard items listed as presented.
5-A
Hall made a motion and Cimino seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#57-13A **Remove Wordings:** to approve the removal of the words "Five Year" from Res#57-13B.
Cimino made a motion and Ribelin seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#57-13B **Depository Agreement:** to accept that First Merit Bank has provided the proper bid documents and said bid documents as presented are accepted as complete and this bank is therefore an eligible depository for Reed Memorial Library funds for the five year period beginning June 1, 2013 and ending February 28, 2017.
5-B
Cimino made a motion and Ribelin seconded.
6 aye; 0 no; 1 absent; 0 abstain

DIRECTOR

Monthly Report 5-C
Statistics

April 2013 5-D (Page 1-8)
Circulation by Month & Year 5-E
Sunday Circulation 5-F

DIRECTOR (continued)

Department Reports

- Children's Department 5-G
- Outreach Services 5-H
- Reference Department 5-I
- Computer Services 5-J
- Circulation Department – Meeting rooms 5-K

Update on Job Search: Head of Children's Department

Revised Job Description: to approve the Head of Children's Department revised job description as presented.

Res#58-13 5-L Ribelin made a motion and Hall seconded.
6 aye; 0 no; 1 absent; 0 abstain

Patron Credit Card Use Policy: to approve the Patron Credit Card Use Policy as presented.

Res#59-13 5-M Cimino made a motion and Savako seconded.
6 aye; 0 no; 1 absent; 0 abstain

Announcements: There were no announcements.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Did not meet

FINANCE COMMITTEE: Met on May 20, 2013 at 4:30 p.m.

2014 Budget: to accept the recommendation of the Finance Committee to approve the

Res#60-13 5-N 2014 Budget as follows and forward to Ravenna School District:

	<u>Total Available</u>	<u>2014 Budget</u>
General Fund (1000)	\$2,813,730.75	\$1,894,718.00
Special Revenue /Children's Area (2001)	3,837.01	41.00
Ruth C. Woolf Memorial Fund (2002)	1,602.86	555.00
Special Revenue/Brown (2005)	36,733.52	405.00
Capital Projects: 1) Building & Repair (4001)	220,525.85	2,600.00
Automation (4002)	5,642.08	60.00
Permanent: Gilbert-Short (4501)	1,526.03	20.00
For a total of	\$3,083,598.10	\$1,898,399.00

Hall made a motion and Cimino 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

Hall reported that the Friends Military Book sale made \$880.00.
Walz reported that World Book Night went well.

OLD BUSINESS: There was no Old Business

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD: There were no Other Items.

ADJOURNMENT

Savako made a motion and Ribelin seconded that the meeting be adjourned at 6:26 p.m.
6 aye; 0 no; 1 absent; 0 abstain