

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
JUNE 17, 2013
CARLIN ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:05 p.m. by Polichene with the following members present: Polichene, Ribelin, Walz and Moser. Hall was excused. Cimino arrived at 5:08 p.m. and Savako arrived at 5:40 p.m. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

AGENDA APPROVAL: to approve the agenda as presented.

Ribelin made a motion and Walz seconded.

4 aye; 0 no; 3 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments.

Res#61-13 **MINUTES APPROVAL:** to approve the minutes of the May 20, 2013 Regular Meeting as presented.

Ribelin made a motion and Walz seconded.

4 aye; 0 no; 2 absent; 1 abstain

FISCAL OFFICER

Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report and

Res#62-13 Financial Summary for May 2013 as presented.

6-A Cimino made a motion and Ribelin seconded.

5 aye; 0 no; 2 absent; 0 abstain

Gifts & Donations: to accept donations in the amount of \$493.84 as presented.

Res#63-13 Cimino made a motion and Walz seconded.

6-A 5 aye; 0 no; 2 absent; 0 abstain

Discards: to discard items listed as presented.

Res#64-13 Walz made a motion and Ribelin seconded.

6-A 5 aye; 0 no; 2 absent; 0 abstain

E-Rate Update 6-B

DIRECTOR

Monthly Report 6-C

Statistics

May 2013 6-D (Page 1-8)

Circulation by Month & Year 6-E

Sunday Circulation 6-F

Department Reports

Children's Department 6-G

Outreach Services 6-H

Reference Department 6-I

Computer Services 6-J

Circulation Department – Meeting Rooms 6-K

Announcements

Esther Cross' retirement party will be Sunday, August 11, 2013.

The alarm system has been sending trouble alerts. This is in the process of being fixed.

Owens recommended that the new Children's Librarian be sent to the next "Leadership Portage County" course.

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

NEW BUSINESS

Cost Of Living Wage Adjustment for 2013

Fiscal Officer will prepare stats on a percentage verses a dollar amount increase. This information will be presented at the next board meeting.

OLD BUSINESS

Update on Sprinkler System

A third opinion will be obtained on the solution to the sprinkler system issues. Eric Hummel will find the third reviewer. There will also be another inspection by the fire department.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Angela Young has been hired as the new Head of the Children's Department. Her start date will be August 12, 2013.

ADJOURNMENT

Cimino made a motion and Ribelin seconded that the meeting be adjourned at 6:05 p.m.
6 aye; 0 no; 1 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary