

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
JULY 15, 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, Hall, Savako, Ribelin, Walz and Moser. Cimino was excused. Also present were Cass Owens, Director and René Heitkamp, Fiscal Officer.

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

COMMENTS FROM PERSONS IN ATTENDANCE There were no comments

Res#65-13 **MINUTES APPROVAL:** to approve the minutes of the June 17, 2013 Regular Meeting as presented.
Savako made a motion and Ribelin seconded.
6 aye; 0 no; 1 absent; 0 abstain

FISCAL OFFICER

Res#66-13 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
7-A Financial Summary for June 2013 as presented.
Hall made a motion and Moser seconded.
6 aye; 0 no; 1 absent; 0 abstain

Res#67-13 **Gifts & Donations:** to accept donations in the amount of \$74.89 as presented.
7-A Moser made a motion and Ribelin seconded.
6 aye; 0 no; 1 absent; 0 abstain
Discards: None

DIRECTOR

Monthly Report 7-B

Statistics

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Circulation by Month & Year 7-D
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Department Reports

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Circulation Department – Meeting rooms 7-J

Announcements

Plaque
Business Cards

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: Met July 15, 2013 at 4:00 p.m.

Res#68-13 **Personnel:** to accept the recommendation of the Personnel Committee to add a new part-time
Para-Professional Reference Assistant position to assist with Children's Outreach Services activities for 20 hours
per week.
Hall made a motion and Moser seconded.
6 aye; 0 no; 1 absent; 0 abstain

NEW BUSINESS: Linda Hall received a complaint about DVD's on lower shelves. Linda will tell the patron that assistance can be provided by the Library staff.

OLD BUSINESS: There was no Old Business

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD: Linda Hall reported that the Friends recent book sale made \$740.00. The Friends have some new members who are exploring new ways to fundraise.

ADJOURNMENT

Ribelin made a motion and Savako seconded that the meeting be adjourned at 5:35 p.m.
6 aye; 0 no; 1 absent; 0 abstain

Ann Polichene, President

Janice Savako, Secretary