

REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
JULY 16, 2012  
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 arrived at 5:05 p.m. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer

**AGENDA APPROVAL:** to approve the agenda with one addition under New Business: Rehire OPERS Retirees  
Hall made a motion and Ribelin seconded.  
6 aye; 0 no; 1 absent; 0 abstain

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

**Res#68-12** **MINUTES APPROVAL:** to approve the minutes of the June 18, 2012 Regular Meeting as presented.  
Moser made a motion and Walz seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**FISCAL OFFICER**

**Res#69-12** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and  
7-A Financial Summary for June 2012 as presented.  
Savako made a motion and Ribelin seconded.  
6 aye; 0 no; 1 absent; 0 abstain

**Res#70-12** **Gifts & Donations:** to accept donations in the amount of \$353.93 as presented.  
7-A Hall made a motion and Walz seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**Discards:** none  
**PLF Report** 7-B

**DIRECTOR:**

**Monthly Report** 7-C

**Statistics** Owens reported that circulation is still down but has improved.

June 2012 7-D

Circulation by Month & Year 7-E

**Department Reports**

Children's Department 7-F

Reference Department 7-G

Computer Services 7-H

Circulation Department – Meeting rooms 7-I

**Announcements**

Owens reported that the Library now has the funds to do the necessary upkeep on the Building and Grounds. Problems that were previously on hold are now being fixed.

**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 9, 2012 at 4:00 p.m.

**Res#71-12** **Job Descriptions:** to accept the recommendation of the Personnel Committee to replace the  
7-J Cataloger/Reference Librarian position with the two part-time positions of Reference Librarian and Technical Services Assistant.

Savako made a motion and Hall seconded.

7 aye; 0 no; 0 absent; 0 abstain

**Res#72-12** **Job Descriptions:** to accept the recommendation of the Personnel Committee to change the  
7-K following Job Descriptions as presented: Head of Circulation; Assistant Children's Librarian; Reference Assistant and Administrative Assistant

Ribelin made a motion and Moser seconded.

7 aye; 0 no; 0 absent; 0 abstain

**NEW BUSINESS**

**Library Hours:** The Board discussed the possibility of increasing the operating hours of the Library. This issue will be discussed again next meeting 7-L

**Rehire OPERS Retirees:** The Board discussed the rehiring of OPERS retirees.

**OLD BUSINESS**

**E-books:** There was a discussion on the progress of e-books. The process is moving forward with a few set-backs.

**Friends of RML:** Hall reported on progress of Balloon-A-Fair parade. Friends and families will participate along with Trustees.

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

Polichene complimented the Board and stressed the importance of good decisions by Trustees for the present and future of the Library and the Trustees.

**ADJOURNMENT**

Moser made a motion and Ribelin seconded that the meeting be adjourned at 6:00 p.m.  
7 aye; 0 no; 0 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary