

REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
AUGUST 20, 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, Cimino, Hall, Savako, Walz and Moser. Ribelin arrived at 5:05 p.m. Also present were Cass Owens, Director, Reneé Heitkamp, Fiscal Officer and Tom Griffiths from the Library Foundation.

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

COMMENTS FROM PERSONS IN ATTENDANCE: There were no comments.

Res#73-12 **MINUTES APPROVAL:** to approve the minutes of the July 16, 2012 Regular Meeting as presented.
Cimino made a motion and Hall seconded.
6 aye; 0 no; 1 absent; 0 abstain

LIBRARY FOUNDATION: Tom Griffiths reported that his research shows the Board can request any monies left to the Library be sent and made out to the Foundation. If the Board accepts the monies it then becomes public money. Griffiths stated the need to change the by-laws to reflect that money given to the library can be sent to the Foundation. Small book donations are kept by the Board. Foundation board members are Jim Wichman, Tom Griffiths, Neil Mann, Chuck Matuk, Gerry Lewis, Dan Rhoads and Jay Richardson.

FISCAL OFFICER

Res#74-12 **A. Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and
8-A Financial Summary for July 2012 as presented.
Savako made a motion and Moser seconded.
7 aye; 0 no; 0 absent; 0 abstain

Res#75-12 **B. Gifts & Donations:** to accept donations in the amount of \$774.82 as presented.
8-A Hall made a motion and Ribelin seconded.
7 aye; 0 no; 0 absent; 0 abstain

C. Discards: none

Res#76-12 **D. Workers Compensation Group Rating:** to accept the recommendation of the Fiscal Officer
8-B to join the Sheakley Group Rating Program effective January 1, 2013 through December 31, 2013 as presented.
Cimino made a motion and Moser seconded.
7 aye; 0 no; 0 absent; 0 abstain

Res#77-12 **E. Electric Contract:** to accept the Duke Energy contract as presented.
8-C Hall made a motion and Ribelin seconded.
7 aye; 0 no; 0 absent; 0 abstain

Res#78-12 **F. Gas Contract:** to accept the Delta Gas rates of 12 months at \$4.39 per unit effective
8-D November 1, 2012 through October 31, 2013 as presented.
Cimino made a motion and Moser seconded.
7 aye; 0 no; 0 absent; 0 abstain

DIRECTOR

A. Monthly Report 8-E

B. Statistics

1. July 2012 8-F
2. Circulation by Month & Year 8-G

C. Department Reports

1. Children's Department 8-H
2. Reference Department 8-I
3. Computer Services 8-J
4. Circulation Department – Meeting rooms 8-K

D. Announcements There were no announcements.

COMMITTEE REPORTS

BYLAWS AND POLICY COMMITTEE: Will meet at 4:00 p.m. on September 10, 2012

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 August 13, 2012 at 4:00 p.m.

Res#79-12
8-L

A. Personnel Pay Scales - Professional and Paraprofessional: to accept the recommendation of the Personnel Committee to implement pay scales as presented for professional and paraprofessional positions, based upon the previous Administrative Salary Index and replacing "3.12.4 Professional and Paraprofessional Pay Rates", effective January 2013.

Hall made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#80-12
8-M

B. Personnel Pay Scales – Clerk I, Clerk II, Maintenance, Janitorial and Security: to accept the recommendation of the Personnel Committee to implement pay scales as presented for Clerk I, Clerk II, Maintenance, Janitorial and Security, replacing "3.12.3. Pay Ranges", effective January 2013.

Cimino made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#81-12

C. Personnel – Reclassify Positions: to accept the recommendation of the Personnel Committee to retain all clerical positions as Clerk I, except for the Administrative Assistant and Homebound Coordinator. Those 2 positions to be classified as Clerk II. The full time position of "Assistant Custodian" will be classified as Maintenance. These three reclassified positions will start at the bottom of the new pay scale without consideration for the years of experience. Effective January 2013.

Cimino made a motion and Ribelin seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#82-12

D. Personnel – Administrative Assistant Reclassify Effective Date: to accept the recommendation of the Personnel Committee to implement reclassification of the position of Administrative Assistant effective pay period beginning 8/13/2012 due to additional duties being assumed on a temporary basis.

Cimino made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#83-12

E. Personnel – Administrative Assistant Temporary Hours: to accept the recommendation of the Personnel Committee to increase the hours of the Administrative Assistant to 40 on a temporary basis to cover some duties of Deputy Fiscal Officer.

Moser made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#84-12

F. Personnel – Fiscal Officer Pay Rate: to accept the recommendation of the Personnel Committee to compensate the Fiscal Officer the missed increment of \$3.00/hour effective September 1, 2011 and to set the hourly rate of the Fiscal Officer as \$22.00/hour effective January 2013.

Savako made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

Res#85-12

G. Personnel – Library Director Salary: to accept the recommendation of the Personnel Committee to set the salary of the Library Director as \$72,800.00/yearly effective January 2013.

Moser made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

NEW BUSINESS

Res#86-12
8-N

A. Staff Resignation: to accept the resignation of Connie Knop from the part time position of Deputy Fiscal Officer effective August 13, 2012.

Savako made a motion and Hall seconded.

7 aye; 0 no; 0 absent; 0 abstain

OLD BUSINESS

Res#87-12
8-O

A. Library Operating Hours: to adopt Library hours as Monday through Thursday 9:00 a.m. to 9:00 p.m.; Friday 9:00 a.m. to 6:00 p.m.; Saturday 9:00 a.m. to 5:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. for a total of 69 hours of operation per week.

Savako made a motion and Walz seconded.

7 aye; 0 no; 0 absent; 0 abstain

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD There were no other items.

ADJOURNMENT

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

Ann Polichene, President

Janice Savako, Secretary