

**REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
OCTOBER 19, 2016  
CARLIN ROOM  
5:00 P.M.**

The Regular Meeting was called to order at 5:00 p.m. by Ribelin with the following members present: Ribelin, Cimino, Walz, Moser, Courtney and Barber. Savako was excused.  
Also present: Brian Hare, Director, and Reneé Heitkamp, Fiscal Officer

**AGENDA APPROVAL:** to approve the agenda with a change to Res#81-16 under New Business.  
Courtney made a motion and Barber seconded  
6 aye; 0 no; 1 absent; 0 abstain

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**Res#77-16 MINUTES APPROVAL:** to approve the minutes of the September 21, 2016 Regular Meeting as presented.  
Cimino made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**FISCAL OFFICER**

**Res#78-16 Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (10-A) and  
*10-A* Financial Summary (10-B) for September 2016 as presented.  
*10-B* Cimino made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Res#79-16 Gifts & Donations:** to accept donations in the amount of \$39.37 as presented.  
*10-C* Moser made a motion and Walz seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Discards:** None

**Res#80-16 CPIM:** to approve exemption from continuing education requirements pursuant to the Ohio Revised Code  
135.22 for the Fiscal Officer.  
Courtney made a motion and Walz seconded  
6 aye; 0 no; 1 absent; 0 abstain

**DIRECTOR**

**Monthly Report / Statistics** *10-D*

**Department Reports / Statistics** *10-E*

Reference Department

Children's Department

Circulation Department

Computer Services

Technical Services

**Announcements:** None

**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

**OLD BUSINESS:** None

**NEW BUSINESS**

**Res#81-16**  
*10-F*

**Job Descriptions:** to revise job descriptions as presented effective October 17, 2016.  
Cimino made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

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

**Records Retention Committee (of the Whole):** Work session set for November 16, 2016 at 5:00 p.m.

**Bylaws and Policy Committee:** Work session set for November 16, 2016 at 4:30 p.m.

*See Attachments 10-G; 10-H; 10-I. (Please bring these attachments to scheduled work session.)*

**ADJOURNMENT**

Courtney made a motion and Barber seconded that the meeting be adjourned at 6:20 p.m.  
6 aye; 0 no; 1 absent; 0 abstain

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Ben Ribelin, President

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Janice Savako, Secretary