

REED MEMORIAL LIBRARY  
MINUTES  
REGULAR MEETING  
NOVEMBER 18, 2013  
CARLIN ROOM  
5:00 P.M.

The Regular Meeting was called to order at 4:57 p.m. by Polichene with the following members present: Polichene, Cimino, Hall, Savako, Ribelin, Walz and Moser. Also present were Cass Owens, Director and Reneé Heitkamp, Fiscal Officer.

**AGENDA APPROVAL:** to approve the agenda as presented.  
Cimino made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

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

**Res#95-13** **MINUTES APPROVAL:** to approve the minutes of the October 21, 2013 Regular Meeting as presented.  
Savako made a motion and Moser seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**TRUSTEE OATH: Jane Moser**

**FISCAL OFFICER**

**Res#96-13** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and  
**11-A** Financial Summary for October 2013 as presented.  
Hall made a motion and Moser seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Res#97-13** **Donations & Gifts:** to accept donations in the amount of \$73.99 as presented.  
**11-A** Savako made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Res#98-13** **Discards:** to discard items listed as presented.  
**11-A** Moser made a motion and Ribelin seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Res#99-13** **Second Amended Official Certificate of Estimated Resources** to approve the second amendment  
**11-B** of the 2013 Official Certificate of Estimated Resources as presented. This will be sent to the Ravenna School  
District Board of Education for approval.  
Cimino made a motion and Savako seconded  
7 aye; 0 no; 0 absent; 0 abstain

**Res#100-13** **Temporary Appropriations for 2014:** to approve the following 2014 Temporary Appropriations:

<b>General Fund (1000)</b>	\$600,000.00
<i>Special Revenue:</i>	
<b>1) Children's Area (2001)</b>	10,000.00
<b>2) Ruth C. Woolf Memorial Fund (2002)</b>	1,000.00
<b>3) Brown Fund (2005)</b>	3,000.00
<i>Capital Projects:</i>	
<b>1) Building and Repair (4001)</b>	300,000.00
<b>2) Automation (4002)</b>	25,000.00
<i>Permanent: Gilbert/Short (5001)</i>	<u>1,000.00</u>
<b>For a total of:</b>	<b>\$940,000.00</b>

Hall made a motion and Walz seconded.  
7 aye; 0 no; 0 absent; 0 abstain

**Health Insurance Premiums for 2014:** Health Insurance was discussed. Decision was tabled until further information is presented.

**DIRECTOR**

**Monthly Report** 11-C

**Statistics**

October 2013 11-D (Page 1-8)

Circulation by Month & Year 11-E

Sunday Statistics 11-F

**Department Reports**

Children's Department 11-G

Outreach Services 11-H

Reference Department 11-I

Computer Services 11-J

Circulation Department – Meeting rooms 11-K

**Announcements** none

**COMMITTEE REPORTS**

**BYLAWS AND POLICY COMMITTEE:** Did not meet

**FINANCE COMMITTEE:** Did not meet

**RECORDS RETENTION COMMITTEE:** Met on 11/18/13 at 4:45 p.m.

**Records Retention Schedule (RC-2):** to approve the Records Retention Schedule (RC-2)

Res#101-13  
11-L

as presented.

Cimino made a motion and Savako seconded

6 aye; 0 no; 1 absent; 0 abstain

**LONG RANGE PLANNING COMMITTEE:** Did not meet

**BUILDING AND GROUNDS COMMITTEE:** Did not meet

**PERSONNEL COMMITTEE:** Did not meet.

**OLD BUSINESS**

**Meeting Room Policy –** Draft was distributed for discussion. 11-M

**NEW BUSINESS**

**2014 Holidays:** There was a discussion of the 2014 Holiday closing dates listed below. There was also a discussion regarding changes to Staff Development Day. In 2014 there will be two in-service staff days on a Friday morning from 9 a.m. – 1:00 p.m. The Library will be open from 1:00 p.m. – 6:00 p.m. on those days. The staff will also attend the all-day event at KSU on October 13, 2014.

New Year's Day, Jan 1

Martin Luther King Day, Jan. 20

Easter Sunday, April 20 (not a pd. hol.)

Memorial Day, May 26

Independence Day, July 4

Labor Day, September 1

Columbus Day, Oct. 13 (Staff Dev.)

Thanksgiving Day, Nov. 27 (close 6 p.m. Wed. 26)

Christmas Eve, Dec. 24

Christmas Day, Dec. 25

New Year's Eve, Dec. 31

The Library will be open on Presidents' Day (Feb 18) and Veterans Day (Nov 11).

**2014 Regular Board Meeting Dates:** There will be a change of the meeting day in 2014 from Monday to Wednesday. There will be an additional meeting held on Monday, January 6, 2014 for the Organizational Meeting.

**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD** none

**ADJOURNMENT**

Cimino made a motion and Savako seconded that the meeting be adjourned at 6:18 p.m. Ribelin left the meeting at 5:50 p.m.

6 aye; 0 no; 1 absent; 0 abstain

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Ann Polichene, President

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Janice Savako, Secretary