

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
DECEMBER 14, 2016
CARLIN ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:04 p.m. by Ribelin with the following members present: Ribelin, Cimino, Savako, Walz, Moser, and Courtney. Barber was excused
Also present: Brian Hare, Director, Reneé Heitkamp, Fiscal Officer and Marcia Grair

TRUSTEE OATH: Marcia Grair

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

COMMENTS FROM PERSONS IN ATTENDANCE: None

MINUTES APPROVAL: to approve the minutes of the November 16, 2016 Regular Meeting as presented.
Savako made a motion and Walz seconded
5 aye; 0 no; 1 absent; 1 abstain

Res#97-16

FISCAL OFFICER

Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report (12-A) And Financial Summary (12-B) for November 2016 as presented.

Res#98-16

12-A

12-B

Courtney made a motion and Cimino seconded
6 aye; 0 no; 1 absent; 0 abstain

Donations & Gifts: to accept donations in the amount of \$12.00 as presented.

Res#99-16

12-C

Cimino made a motion and Walz seconded
6 aye; 0 no; 1 absent; 0 abstain

Discards: none

Bond for Deputy Fiscal Officer: to authorize the Fiscal Officer to initiate a bond in the amount of \$100,000 for the Deputy Fiscal Officer effective December 31, 2016 to December 31, 2017.

Res#100-16

Savako made a motion and Moser seconded
6 aye; 0 no; 1 absent; 0 abstain

DIRECTOR

Monthly Report / Statistics 12-D

Department Reports / Statistics 12-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

Organizational Board Meeting: Date for separate January 2017 Organizational Meeting was set for 5:00 p.m. on Wednesday, January 11, 2017.

NEW BUSINESS

Res#101-16

Job Descriptions Exempt Status: to approve changing the listed job descriptions to Exempt Status as presented.

1. Head of Children's Department 12-F
2. Head of Circulation 12-G
3. Head of Reference 12-H
4. Head of Technical Services 12-I

Cimino made a motion and Walz seconded

6 aye; 0 no; 1 absent; 0 abstain

Set Date for Special Meeting—Trustees only—to discuss the performance appraisal for the Director and Fiscal Officer. Meeting will follow the Organizational meeting on January 11, 2017.

Attachment: Job descriptions

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD: None

ADJOURNMENT

Moser made a motion and Courtney seconded that the meeting be adjourned at 6:04 p.m.

6 aye; 0 no; 1 absent; 0 abstain

Frank Cimino, Vice President

Janice Savako, Secretary