

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
DECEMBER 16, 2015
CARLIN ROOM
4:00 P.M.**

The Regular Meeting was called to order at 4:05 p.m. by Ribelin with the following members present: Ribelin, Cimino, Savako, Walz, Moser, and Courtney.
Also present: Brian Hare, Director, Reneé Heitkamp, Fiscal Officer and Mitchell Reder and parents, guests.

Res#95-15 **Executive Session** Moser made a motion and Walz seconded to go into an executive session at 4:05 p.m. to interview Trustee candidates.

Roll call: Ribelin – yes; Cimino– yes; Savako – yes; Walz– yes; Moser– yes; Courtney – yes

Res#96-15 **Come out of Executive Session** Savako made a motion and Moser seconded to come out of executive session at 5:03 p.m.

Roll call: Ribelin – yes; Cimino– yes; Savako – yes; Walz– yes; Moser– yes; Courtney – yes

AGENDA APPROVAL: to approve the agenda with changes under ‘Comments from Persons in Attendance’ and ‘New Business’

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

COMMENTS FROM PERSONS IN ATTENDANCE

Res#97-15 **Eagle Scout Project:** to accept the Eagle Scout Project proposal as presented by Mitchel Reder.

12-AA Cimino made a motion and Courtney seconded
6 aye; 0 no; 0 absent; 0 abstain

Res#98-15 **MINUTES APPROVAL:** to approve the minutes of the November 18, 2015 Regular Meeting as presented.

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

FISCAL OFFICER

Res#99-15 **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report and Financial Summary for November 2015 as presented.

12-A Moser made a motion and Savako seconded
6 aye; 0 no; 0 absent; 0 abstain

Res#100-15 **Donations & Gifts:** to accept donations in the amount of \$64.60 as presented.

12-A Courtney made a motion and Cimino seconded
6 aye; 0 no; 0 absent; 0 abstain

Res#101-15 **Discards:** to discard item listed as presented.

12-A Moser made a motion and Courtney seconded
6 aye; 0 no; 0 absent; 0 abstain

DIRECTOR

Monthly Report / Statistics 12-B

Department Reports / Statistics 12-C

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:** Met 12/15/15 at 10:00 a.m.

Res#102-15 **Personnel:** to accept the recommendation of the Personnel Committee to add an additional part-time Reference Librarian position of 25 hours per week to begin after February 1, 2016.
Savako made a motion and Moser seconded
6 aye; 0 no; 0 absent; 0 abstain

OLD BUSINESS

Organizational Board Meeting: Date for separate Organizational Meeting in January 2016 has been set for 5:00 p.m. on Wednesday, January 13, 2016.

Res#103-15 **12-D** **Tabled:** Gardiner HVAC Maintenance Agreement: to accept the Gardiner HVAC Scheduled Maintenance Agreement as presented.

NEW BUSINESS

Tabled: Set Date for Special Meeting—Trustees only—to discuss the performance appraisal for the Director and Fiscal Officer. *Attachment: Job descriptions*

Res#104-15 **Gardiner HVAC Project Addition:** to allow Director to accept the agreement with Gardiner up to \$3242.00 for additional box controllers for the HVAC project.
Courtney made a motion and Cimino seconded
6 aye; 0 no; 0 absent; 0 abstain

Res#105-15 **New Trustee Recommendation:** to request that the Ravenna School District Board of Education appoint Bill Barber as trustee to complete the term ending December 31, 2019, vacated by Ann Polichene on November 5, 2015.
Cimino made a motion and Walz seconded
6 aye; 0 no; 0 absent; 0 abstain

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD: None

ADJOURNMENT

Savako made a motion and Moser seconded that the meeting be adjourned at 7:02 p.m.
6 aye; 0 no; 0 absent; 0 abstain

Ben Ribelin, President

Janice Savako, Secretary