

**REED MEMORIAL LIBRARY
MINUTES
REGULAR MEETING
NOVEMBER 14, 2018
JENKINS ROOM
5:00 P.M.**

The Regular Meeting was called to order at 5:03 p.m. by Cimino with the following members present: Cimino, Barber, Savako, Walz, Moser and Courtney. Grair was excused. Also present were Brian Hare, Director and Patricia Bertsch, Fiscal Officer.

AGENDA APPROVAL: to approve the agenda as amended.

Moser made a motion and Savako seconded

6 aye; 0 no; 1 absent; 0 abstain

COMMENTS FROM PERSONS IN ATTENDANCE: None

MINUTES APPROVAL: to approve the minutes of the October 17, 2018 Regular Meeting as presented.

Walz made a motion and Courtney seconded

5 aye; 0 no; 1 absent; 1 abstain

Res#83-18

FISCAL OFFICER

Financial Report & Summary Approval: to approve the Fiscal Officer Financial Report (11-A) and Financial Summary (11-B) for October 2018 as presented.

Courtney made a motion and Moser seconded

6 aye; 0 no; 1 absent; 0 abstain

Res#84-18

11-A

11-B

Donations & Gifts: to accept donations in the amount of \$313.96 as presented.

Savako made a motion and Barber seconded

6 aye; 0 no; 1 absent; 0 abstain

Res#85-18

11-C

Discards: none

DIRECTOR

Monthly Report / Statistics 11-D

Department Reports / Statistics 11-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: Met on 11/14/18 at 4:55 p.m.

Records Retention Schedule (RC-2): to recommend that the Trustees approve the disposal of documents per the Records Retention Schedule (RC-2).

Courtney made a motion and Barber seconded

6 aye; 0 no; 1 absent; 0 abstain

Res#86-18

LONG RANGE PLANNING COMMITTEE: Did not meet

BUILDING AND GROUNDS COMMITTEE: Did not meet

PERSONNEL COMMITTEE: Did not meet.

OLD BUSINESS

Discussion of Williams Architect Study: (tabled at Oct 17, 2018 meeting)

Res#81-18 to accept proposal of Williams Architects as presented.
Barber made a motion and Courtney seconded
6 aye; 0 no; 1 absent; 0 abstain

Trustee Julie Walz Term: (tabled at Oct 17, 2018 meeting)

Res#82-18 to request that the Ravenna School District Board of Education reappoint Julie Walz for the term beginning January 1, 2019 and ending December 31, 2025.
Courtney made a motion and Moser seconded
6 aye; 0 no; 1 absent; 0 abstain

NEW BUSINESS

2019 Holidays: to approve that the Library will be **closed** on the following 2019 holidays:

Res#87-18	New Year's Day, Jan. 1 (Tue)	Labor Day, September 2
	Martin Luther King Day, Jan. 21	Thanksgiving Day, Nov. 28 (close 6 p.m. Wed. 27)
	Easter Sunday, April 21 (not a pd. Hol)	Christmas Eve, Dec. 24 (Tue)
	Memorial Day, May 27	Christmas Day, Dec. 25 (Wed)
	Independence Day, July 4 (Thurs)	New Year's Eve, Dec. 31 (Tue)

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

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

2019 Staff Day Closings: to approve that the Library will be closed for half a day on

Res#88-18 February 1, 2019, June 7, 2019 and October 4, 2019 for Staff and Department meetings. The Library will be open from 1:00 p.m. to 6:00 p.m. on these dates.
Courtney made a motion and Barber seconded
6 aye; 0 no; 1 absent; 0 abstain

2019 Regular Board Meeting Dates: to set the following dates for 2019 Regular Board Meetings

Res#89-18	January 16	July 17
	February 20	August 21
	March 20	September 18
	April 17	October 16
	May 15	November 20
	June 19	December 18

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

Organizational Board Meeting: Organizational Meeting will be held at 5:00 p.m. on January 16, 2019 followed by the regular board meeting

Personnel Committee: A work session will be held at 4:00 p.m. on December 19, 2019 to discuss personnel.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD: None

ADJOURNMENT

Barber made a motion and Moser seconded that the meeting be adjourned at 5:48 p.m.
6 aye; 0 no; 1 absent; 0 abstain