

**Ontario Public Library**

**Minutes for the regular meeting of the Board of Trustees**

**September 18, 2018**

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, **September 18, 2018**. The meeting was presided over by President Michael Schoene who called the meeting to order at 6:30pm.

**Present:** Kristen Killion, Stephen LaLonde, Angela Lay, Michael Schoene, S Hylan, Michele Goodenough, Jill Pierce, one member of the public for part of the meeting (6:41pm-7:28pm)

**Trustee Absent:** Alan Seigel (excused)

Angela Lay served as Secretary for the meeting

**Approval of the Agenda**

**MOTION 201809-1:** A motion was made by Mr. LaLonde, seconded by Ms. Killion **to approve the agenda with the following amendment:**

- X. Appointments/Resignations, "Trustee Term", g. Stephen LaLonde

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Approval of Minutes**

**MOTION 201809-2:** A motion was made by Ms. Lay, seconded by Mr. LaLonde, **to approve the July 10, 2018 Board Meeting minutes.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Public Comment**

None

**Town Liaison's Report**

None

**Director's Report**

Ms. Hylan gave the Director's report.

**MOTION 201809-3:** A motion was made by Mr. LaLonde, seconded by Ms. Killion, **to approve the Director's Report.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:41pm – member of the public joined the meeting

## Financial Reports

**MOTION 201809-4:** A motion was made by Ms. Lay, seconded by Mr. LaLonde, **to approve the June to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-5:** A motion was made by Ms. Lay, seconded by Mr. LaLonde, **to approve the June 2018 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-6:** A motion was made by Mr. LaLonde, seconded by Ms. Killion, **to approve the July/August to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-7:** A motion was made by Ms. Lay, seconded by Ms. Killion, **to approve the July 2018 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-8:** A motion was made by Mr. LaLonde, seconded by Ms. Lay, **to approve the August 2018 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-9:** A motion was made by Ms. Killion, seconded by Mr. LaLonde, **to approve the warrant:**

- 2018-07 \$4,202.68

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-10:** A motion was made by Mr. LaLonde, seconded by Ms. Lay, **to approve the warrant:**

- 2018-08 \$11,474.48

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-11:** A motion was made by Ms. Lay, seconded by Ms. Killion, **to approve the warrant:**

- 2018-09 \$3,414.49

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-12:** A motion was made by Mr. LaLonde, seconded by Ms. Killion, **to accept the AUD report for 2017.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

## New Business

**MOTION 201809-13:** A motion was made by Ms. Killion, seconded by Mr. LaLonde, **to approve the announcement of vacancy for a page position.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-14:** A motion was made by Ms. Lay, seconded by Ms. Killion, **to approve permission for the ordering of the Senior Library Clerk test through Wayne County Civil Service.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Appointments/Resignations**

**MOTION 201809-15:** A motion was made by Mr. LaLonde, seconded by Ms. Killion, **to approve the appointments as listed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-16:** A motion was made by Ms. Lay, seconded by Ms. Killion, **to accept the resignations as listed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

7:28pm – member of the public left the meeting

**Executive Session**

**MOTION 201809-17:** A motion was made by Ms. Lay, seconded by Ms. Killion, **to enter into Executive Session at 7:29pm for discussion regarding a personnel matter leading to the appointment, employment, promotion, discipline, dismissal or removal of a particular person.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201809-18:** A motion was made by Ms. Lay, seconded by Mr. LaLonde, **to reconvene from Executive Session at 7:34pm.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

7:34pm – reconvene

**MOTION 201809-19:** Whereas Mr. Stephen LaLonde will resign his Trustee position as his term concludes effective 31 December 2018, a motion was made by Ms. Killion, seconded by Mr. LaLonde, **to announce a Trustee vacancy effective January 2019 through December 2024.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Adjournment**

**MOTION 201809-20:** A motion was made by Ms. Killion, seconded by Mr. LaLonde, **to adjourn** at 7:50pm. 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Angela Lay, Acting Secretary \_\_\_\_\_ Date \_\_\_\_\_