

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

July 16, 2019

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, July 16, 2019. The meeting was presided over by President Michael Schoene who called the meeting to order at 6:31pm.

Present: Sara Contestabile, Kristen Killion, Angela Lay, Michael Schoene, Alan Seigel, Sandra Hysten, Michele Goodenough, Jill Pierce

Approval of the Agenda

MOTION 201907-1: A motion was made by Ms. Lay, seconded by Ms. Killion **to approve the agenda with the following amendments:**

- add: VII. d. Payment of Warrant: 2019-07-2 \$10,492.39
- change: VII. d. Payment of Warrant: 2019-07 to \$8,000.94
- delete VIII. Old Business c. 2019 Budget Adjustments: Income
- add: IX. New Business b1. Computer Replacement
- change: IX. New Business “b” to “b2”

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 201907-2: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the May 21, 2019 Board Meeting minutes.** 4 Ayes 0 Nays 1 Abstention (Killion) MOTION CARRIED

Public Comment

None

Town Liaison’s Report

None

Director’s Report

Ms. Hysten gave the Director’s report.

MOTION 201907-3: A motion was made by Ms. Killion, seconded by Ms. Contestabile, **to approve the Director’s Report.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 201907-4: A motion was made by Mr. Seigel, seconded by Ms. Lay, **to approve the May/June 2019 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

Adopted 11/20/19; 7/17/19

Financial Reports (continued)

MOTION 201907-5: A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the May 2019 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 201907-6: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the June 2019 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 201907-7: A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the warrant:**

- 2019-06 \$1,211.33

5 Ayes 0 Nays MOTION CARRIED

MOTION 201907-8: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the warrant:**

- 2019-06-2 \$1,229.83

5 Ayes 0 Nays MOTION CARRIED

MOTION 201907-9: A motion was made by Ms. Lay, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-07 \$8,000.94

5 Ayes 0 Nays MOTION CARRIED

MOTION 201907-10: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-07-2 \$10,492.39

5 Ayes 0 Nays MOTION CARRIED

Old Business

The personnel subcommittee was unable to meet and will reschedule another meeting time.

MOTION 201907-11: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to adopt the 2017 Independent Audit as presented.** 5 Ayes 0 Nays MOTION CARRIED

The Ontario Public Library Planning Questionnaire 2019 was reviewed and changes were suggested. Ms. Hylen will deliver the following:

1. follow up on the form
2. recommendations for distribution
3. list of stakeholders

New Business

MOTION 201907-12: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve all necessary and allowable expenses up to \$1,521 for a trip for Sandra Hylen to the NYLA Annual Conference in Saratoga Springs, NY from November 13-16, 2019.** 5 Ayes 0 Nays MOTION CARRIED

New Business (continued)

MOTION 201907-13: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the purchase of four new computers each with a 3 year warranty for a total of \$2,547.** 5 Ayes 0 Nays MOTION CARRIED

The purchase of new chairs for the community room was discussed.

MOTION 201907-14: A motion was made by Ms. Lay, seconded by Ms. Killion, **to approve the elimination of fines on printed materials and audiobooks for Juvenile and Young Adult patrons to be implemented when PLS can support the change.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 201907-15: A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to adopt the 2020 budget as presented based on a 2.4% increase in funds received from the Town of Ontario.**

5 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations

None

Executive Session

MOTION 201907-16: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to enter into Executive Session at 8:39pm for discussion regarding employment of a particular person on matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.** 5 Ayes 0 Nays MOTION CARRIED

9:45pm – reconvene

MOTION 201907-17: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve a salary increase of 1.75% effective 2020 for Ms. Hysten.** 4 Ayes 1 Nay (Contestabile) MOTION CARRIED

Adjournment

MOTION 201907-18: A motion was made by Ms. Lay, seconded by Mr. Seigel **to adjourn** at 9:47pm.

5 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Alan Seigel, Secretary _____ Date _____