

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

February 18, 2020

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, February 18, 2020. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:30pm.

Present: Sara Contestabile, Kristen Killion, Michael Schoene, Alan Seigel, Sandra Hysten, Michele Goodenough, Town Councilman Jeremy Eaton, Jill Pierce

Approval of the Agenda

MOTION 202002-1: A motion was made by Mr. Schoene, seconded by Ms. Killion **to approve the agenda with the following amendments:**

- add: VII. Financial Report c. Payment of Warrants 2020-02-2 \$8,709.50
- add: VIII. Old Business e. Part Time Library Clerk Position Update

4 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 202002-2: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the January 21, 2020 Board Meeting minutes.** 3 Ayes 0 Nays 1 Abstention (Killion) MOTION CARRIED

Public Comment

None

Town Liaison's Report

Councilman Eaton reported there is discussion in the Town about consolidating their office employees into one facility by claiming or reclaiming space in the Library main room. This would include two cubicles or workspaces. Ms. Hysten noted legal agreements and requirements need to be considered.

Director's Report

MOTION 202002-3: A motion was made by Ms. Killion, seconded by Mr. Schoene, **to approve the Director's Report.** 4 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 202002-4: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the January 2020 to date Budget as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 202002-5: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the January 2020 bank reconciliation as presented.** 4 Ayes 0 Nays MOTION CARRIED

Financial Reports (continued)

MOTION 202002-6: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the following warrants:**

- 2020-02 \$4,873.48
- 2020-02-2 \$8,709.50

4 Ayes 0 Nays MOTION CARRIED

Old Business

Trustee vacancy update: The application has been updated. Three residents took applications during the program that was held February 12th. At this time, none have been submitted.

MOTION 202002-7: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the adoption of the OPL Marketing Communications Plan.** 4 Ayes 0 Nays MOTION CARRIED

NYLA Advocacy Day, Albany, NY, Tuesday, February 25th update: Alan Seigel will attend and meet with Senator P. Helming and Assemblyman B. Manktelow.

There will be a PLS sponsored Trustee continuing education training session at OPL on March 18th at 6:00pm.

Staffing update: Wayne County has provided the PT open Library Clerk canvass. An interview was conducted and the job offer was declined.

New Business

MOTION 202002-8: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the revised mission statement as presented.** 4 Ayes 0 Nays MOTION CARRIED

A staff member who has been working limited hours will be back to regular work hours mid-June. Ms. Contestabile asked that the minutes reflect the gratitude of the Trustees for the extra work staff members are covering while OPL is shorthanded.

Appointments/Resignations

None

Executive Session

None

Adjournment

MOTION 202002-9: A motion was made by Mr. Schoene, seconded by Ms. Contestabile **to adjourn** at 7:25pm. 4 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Sara Contestabile, Secretary _____ Date _____