

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

January 21, 2020

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, January 21, 2020. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:30pm.

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

Trustee Absent: Kristen Killion (Excused)

Approval of the Agenda

MOTION 202001-1: A motion was made by Mr. Schoene, seconded by Ms. Contestabile **to approve the agenda with the following amendment:**

- add: New Business b. set wage range

3 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 202001-2: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the November 19, 2019 Board Meeting minutes.** 3 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Town Liaison's Report

None

Director's Report

MOTION 202001-3: A motion was made by Ms. Contestabile, seconded by Mr. Schoene, **to approve the Director's Report.** 3 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 202001-4: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the November/December 2019 to date Budget as presented.** 3 Ayes 0 Nays MOTION CARRIED

MOTION 202001-5: A motion was made by Ms. Contestabile, seconded by Mr. Schoene, **to approve the November 2019 bank reconciliation as presented.** 3 Ayes 0 Nays MOTION CARRIED

Financial Reports (continued)

MOTION 202001-6: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the December 2019 bank reconciliation as presented.** 3 Ayes 0 Nays MOTION CARRIED

MOTION 202001-7: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the pre-authorization of routine payments as presented for 2020.** 3 Ayes 0 Nays MOTION CARRIED

MOTION 202001-8: A motion was made by Ms. Contestabile, seconded by Mr. Schoene, **to approve the following warrants:**

- 2019-12 \$40,084.03
- 2019-12-2 \$9,562.78
- 2020-1 \$3,514.69

3 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 202001-9: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to rescind the change to the 2020 operating calendar as approved with MOTION 201911-17 and keep the November Board meeting date as November 17th.** 3 Ayes 0 Nays MOTION CARRIED

Trustee vacancy update: A number of residents spoke with Ms. Hylan on the vacancy, and one completed application was received. Position will be reposted. A letter of intent and a resume will not be required, only a completed application.

6:56pm – Mr. Eaton left the meeting

New Business

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

Staffing: Wayne County has provided the PT open Library Clerk canvass. Ms. Hylan is working on interviews.

MOTION 202001-10: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve an hourly wage range of \$13.00 to \$17.00 for the position of part time clerk in charge of adult programming.**

3 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations

MOTION 202001-11: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve, with gratitude for her many years of service, the resignation/retirement of Anne Tobin effective January 16, 2020.**

3 Ayes 0 Nays MOTION CARRIED

Executive Session

None

Adjournment

1/27/20

MOTION 202001-12: A motion was made by Mr. Schoene, seconded by Ms. Contestabile **to adjourn** at 8:06pm.
3 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Sara Contestabile, Secretary _____ Date_____