

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

May 18, 2020

The regular meeting of the Board of Trustees was held at Ontario Public Library on Monday, May 18, 2020. The meeting was presided over by Vice President Kristen Killion who called the meeting to order at 6:35pm.

Present: Kristen Killion (VP/chair), Alan Seigel, Sara Contestabile, Michael Schoene, Sandra Hylan, Jill Pierce. One member of the public attended

Ms. Contestabile left the meeting at 6:36pm and returned at 6:38pm.

Approval of the Agenda

MOTION 202005-1: A motion was made by Mr. Seigel, seconded by Mr. Schoene **to approve the agenda.**

Approval of Minutes

MOTION 202005-2: A motion was made by Mr. Schoene, seconded by Mr. Seigel, **to approve the April 21, 2020 Board Meeting minutes.**

Public Comment

None

Town Liaison's Report

None

Director's Report

MOTION 202005-3: A motion was made by Mr. Seigel, seconded by Mr. Schoene, **to approve the Director's verbal report.** 4 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 202005-4: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the April 2020 to date Budget as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 202005-5: A motion was made by Mr. Schoene, seconded by Mr. Seigel, **to approve the April 2020 bank reconciliation as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 202005-6: A motion was made by Mr. Seigel, seconded by Mr. Schoene, **to approve the following warrant:**

- 2020-04 \$8,445.94

4 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 202005-7: A motion was made by Mr. Seigel, seconded by Mr. Schoene, **to approve the layoff of the four temporary pages effective May 20, 2020.** Should their services be needed, they will be offered work in order of seniority. 4 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 202005-8: A motion was made by Mr. Schoene, seconded by Mr. Seigel, **to adopt Policy 4000: Extended Emergency Library Closures as amended.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 202005-9: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to adopt new Policy 2061: Working Remotely as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 202005-10: A motion was made by Mr. Seigel, seconded by Mr. Schoene, **to approve the purchase and installation of clear polycarbonate panels from the Glass Gallery for \$2,850.90 for the front desk.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 202005-11: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve Draft 1 of the Reopening Plan as presented.** 4 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations

None

Executive Session

None

Adjournment

MOTION 202005-12: A motion was made by Mr. Schoene, seconded by Ms. Contestabile **to adjourn** at 7:41pm. 4 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Sara Contestabile, Secretary _____ Date _____