

## Ontario Public Library

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

September 17, 2019

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, September 17, 2019. The meeting was presided over by President Michael Schoene who called the meeting to order at 6:30pm.

**Present:** Sara Contestabile, Kristen Killion, Angela Lay, Michael Schoene, Alan Seigel, Sandra Hylan, Michele Goodenough, Anne Rehor, Jill Pierce, Guest Presenter, Andrea Snyder of PLS

#### **Approval of the Agenda**

**MOTION 201909-1:** A motion was made by Ms. Lay, seconded by Mr. Seigel to approve the agenda with the following amendments:

- change: III. Approval of Minutes from May 21 to July 16
- add: VIII. d. Payment of Warrant: 2019-09-2 \$1,648.53
- strike "Action: Vote" from IX. Old Business b. Fine Free Request for Youth (Pilot)
- add: X. New Business b2. Legislative Thank You Breakfast
- add: X. New Business d. Board Meeting Frequency

5 Ayes 0 Nays MOTION CARRIED

#### **Approval of Minutes**

Minutes not distributed; tabled until November 19, 2019 meeting.

#### **Public Comment**

None

#### **Town Liaison's Report**

None

#### **Strategic Plan Presentation**

Andrea Snyder from PLS gave the Strategic Plan presentation.

6:57pm – A. Rehor and A. Snyder left the meeting

#### **Director's Report**

Ms. Hylan gave the Director's report.

**MOTION 201909-2:** A motion was made by Ms. Lay, seconded by Mr. Seigel, **to approve the Director's Report.**  
5 Ayes 0 Nays MOTION CARRIED

**Financial Reports**

**MOTION 201909-3:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the July/August 2019 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 201909-4:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the July 2019 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 201909-5:** A motion was made by Ms. Killion, seconded by Ms. Lay, **to approve the August 2019 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 201909-6:** A motion was made by Ms. Lay, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-08 \$2,722.99

5 Ayes 0 Nays MOTION CARRIED

**MOTION 201909-7:** A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-08-2 \$3,093.74

5 Ayes 0 Nays MOTION CARRIED

**MOTION 201909-8:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the warrant:**

- 2019-09 \$3,962.68

5 Ayes 0 Nays MOTION CARRIED

**MOTION 201909-9:** A motion was made by Ms. Lay, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-09-2 \$1,648.53

5 Ayes 0 Nays MOTION CARRIED

**Old Business**

**MOTION 201909-10:** A motion was made by Ms. Lay, seconded by Mr. Seigel, **to allow Kristen Killion to serve with collective authority for the Ontario Public Library Board of Trustees when meeting with Town of Ontario Supervisor, Councilmen, and the Town Board regarding the OPL 2020 Budget.** 5 Ayes 0 Nays MOTION CARRIED

**Ms. Killion will replace Ms. Lay as a member of the personnel subcommittee.**

**MOTION 201909-11:** A motion was made by Ms. Killion, seconded by Ms. Lay, **to approve Policy 2070 Performance Evaluations changes as presented.** 4 Ayes 1 Nay (Schoene) MOTION CARRIED

**New Business**

Review of Conflict of Interest change statement for Alan Seigel.

The 30<sup>th</sup> Annual PLS meeting and brunch will be Wednesday, October 16<sup>th</sup> from 9:00-10:30am at Belhurst Castle, Geneva. One Trustee needs to attend to support Subrata Paul’s appointment as PLS Trustee. An RSVP to the Director is needed within a week.

The 8<sup>th</sup> Annual Legislative Thank You Breakfast will be Friday, October 25<sup>th</sup> from 8:30-10:00am at the Henrietta Public Library.

**MOTION 201909-12:** A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the commencement of monthly Board meetings in January 2020 with the exception of the months of August and December.** 5 Ayes 0 Nays MOTION CARRIED

**Appointments/Resignations**

None

**Executive Session**

**MOTION 201909-13:** A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to enter into Executive Session at 8:17pm 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

8:28pm – reconvene

**Appointments/Resignations**

Angela Lay gave her letter of resignation effective with the appointment of a replacement Trustee.

**Adjournment**

**MOTION 201909-14:** A motion was made by Ms. Lay, seconded by Mr. Seigel **to adjourn** at 8:31pm. 5 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Alan Seigel, Secretary \_\_\_\_\_ Date \_\_\_\_\_