

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

September 15, 2020

The regular meeting of the Board of Trustees was held electronically via Webex on Tuesday, September 15, 2020. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:02pm.

Present: Sara Contestabile, Kristen Killion, Virginia Molino, Michael Schoene, Alan Seigel, Sandra Hylen, Michele Goodenough, Jeremy Eaton, Jill Pierce

Approval of the Consent Agenda

MOTION 202009-1: A motion was made by Ms. Contestabile, seconded by Mr. Schoene **to approve the adoption of the consent agenda as presented:**

- a. 1040 Conflict of Interest
- b. 1050 Code of Ethics
- c. 2091 Disclosure of Wrongful Conduct and Protection from Reprisal
- d. 4064 Financial Controls
- e. 4070 Confidentiality of Library Records

5 Ayes 0 Nays MOTION CARRIED

Approval of the Agenda

MOTION 202009-2: A motion was made by Ms. Killion, seconded by Mr. Schoene, **to approve the agenda with the following addition:**

- **X. New Business d. discussion of Trustee interview process for upcoming vacancy**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

The July 21, 2020 Board Meeting minutes and August 17, 2020 Special Meeting minutes were approved.

Public Comment

None

Town Liaison's Report

Jeremy Eaton gave the Town Liaison's report.

Director's Report

MOTION 202009-3: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the Director's report.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 202009-4: A motion was made by Mr. Schoene, seconded by Ms. Contestabile, **to approve the August 2020 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-5: A motion was made by Ms. Killion, seconded by Mr. Schoene, **to approve the July 2020 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-6: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the August 2020 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-7: A motion was made by Mr. Schoene, seconded by Ms. Molino, **to approve the following warrants:**

- 2020-07-2 \$11,625.47
- 2020-08 \$8,981.72
- 2020-08-2 \$1,834.81

5 Ayes 0 Nays MOTION CARRIED

Unfinished Business

The 2021 Budget has been sent to the Town.

New Business

MOTION 202009-8: A motion was made by Ms. Killion, seconded by Ms. Molino, **to adopt the Fixed Assets list as updated September 8, 2020.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-9: A motion was made by Mr. Schoene, seconded by Ms. Killion, **to adopt new Policy: 4072 Records Retention as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-10: A motion was made by Mr. Schoene, seconded by Ms. Molino, **to adopt Policy 4006: Procurement with changes as discussed.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-11: A motion was made by Ms. Molino, seconded by Ms. Killion, **to adopt Policy 4080: Community Room Use as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-12: A motion was made by Mr. Schoene, seconded by Ms. Molino, **to adopt Policy 5010: Bylaws of the Board Including Board with modifications as discussed.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 202009-13: A motion was made by Mr. Schoene, seconded by Ms. Molino, **to rescind Policy 5000: Authority of the Board.** 5 Ayes 0 Nays MOTION CARRIED

6:56pm – S. Contestabile and J. Eaton left the meeting

9/16/20

New Business (continued)

The possibility of starting the interview process for the upcoming Trustee vacancy before the holidays make scheduling difficult was discussed.

Appointments/Resignations

None

Executive Session

None

Adjournment

MOTION 202009-14: A motion was made by Mr. Schoene, seconded by Ms. Killion **to adjourn** at 7:05pm.
5 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Sara Contestabile, Secretary _____ Date _____