

## Ontario Public Library

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

November 17, 2020

The regular meeting of the Board of Trustees was held electronically via Webex on Tuesday, November 17, 2020. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:30pm.

**Present:** Lauren Frank, Kristen Killion, Michael Schoene, Alan Seigel, Sandra Hysten, Michele Goodenough, Frank Robusto, Supervisor; Jeremy Eaton, Town Councilman; Ron Kirsop, PLS Executive Director; Jill Pierce

**Trustee Absent:** Virginia Molino, Excused

Michael Schoene served as Acting Secretary.

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

**MOTION 202011-1:** A motion was made by Mr. Schoene, seconded by Ms. Frank **to approve the agenda with the following amendments:**

- move VIII. A. Town Claim for Library Space to V. Town Liaison Report
- add VIII. c. Discussion of Wages

4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### **Approval of Minutes**

The October 20, 2020 Board Meeting minutes were approved.

#### **Public Comment**

None

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

Relocation of the Town Accounting Department offices to the Town Hall within Library space was discussed.

- Mr. Robusto indicated that the Town is entitled to use up to 1,500 sq. ft. of the 2004 Library addition, however, see a need for only a portion of that space. Ideas discussed to identify suitable space with or without additional construction on the facility.
- Mr. Kirsop indicated that if space that has been covered by a library construction grant is used for Town purposes, future library funding could be compromised.

7:21pm – Mr. Robusto left the meeting

7:26pm – Mr. Eaton left the meeting

7:29pm – Mr. Kirsop left the meeting

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### Director's Report

**MOTION 202011-2:** A motion was made by Mr. Schoene, seconded by Ms. Frank, **to approve the Director's Report.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Financial Reports

**MOTION 202011-3:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to approve the October 2020 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202011-4:** A motion was made by Mr. Schoene, seconded by Ms. Killion, **to approve the October 2020 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202011-5:** A motion was made by Mr. Schoene, seconded by Ms. Frank, **to approve the following warrants:**

- 2020-10-02 \$8,814.13
- 2020-11 \$8,760.60

4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Unfinished Business

**MOTION 202011-6:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the adjustments to the 2021 Library budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202011-7:** A motion was made by Mr. Schoene, seconded by Ms. Frank, **to approve the recommended wage/salary increases for 2021 as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

### New Business

**MOTION 202011-8:** A motion was made by Mr. Schoene, seconded by Ms. Frank, **to approve the adoption as amended of the Pandemic Response Plan.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202011-9:** A motion was made by Mr. Schoene, seconded by Ms. Frank, **to approve the 2021 operating calendar as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Appointments/Resignations

**MOTION 202011-10:** A motion was made by Ms. Killion, seconded by Mr. Schoene, **to accept the 2021 Trustee Officers as follows:**

- President: Alan Seigel
- Vice President: Kristen Killion
- Secretary: Lauren Frank

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202011-11:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the Ontario Public Library President's request to the Town for an extension of Trustee service of Mr. Schoene until a new is**  
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**appointee is sworn in for the 2021-2025 term. 3 Ayes 0 Nays 1 Abstention (Schoene) 1 Absent MOTION CARRIED**

**Executive Session**

None

**Adjournment**

**MOTION 202011-12:** A motion was made by Mr. Schoene, seconded by Ms. Frank **to adjourn** at 8:07pm.  
4 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Michael Schoene, Acting Secretary \_\_\_\_\_ Date\_\_\_\_\_