

**Ontario Public Library**

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

**May 18, 2021**

The regular meeting of the Board of Trustees was held electronically via Webex on Tuesday, May 18, 2021. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:30pm.

**Present:** Lauren Frank, Kristen Killion, Alan Seigel, Sandra Hysten, Jill Pierce, one member of the public

**Trustee Absent:** Michael Schoene

**Approval of the Agenda**

**MOTION 202105-1:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the agenda with the following addition:**

- **IX. New Business d. Policy 4002: Public Safety**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Approval of Minutes**

The April 20, 2021 Board Meeting minutes were approved.

**Public Comment**

None

**Town Liaison's Report**

Ms. Hysten reported that the Town supports the construction grant, a lease is being arranged, and June Library programs can take place outside.

**Director's Report**

**MOTION 202105-2:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the Director's Report.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Financial Reports**

**MOTION 202105-3:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to approve the April 2021 to date Budget as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-4:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to approve the April 2021 bank reconciliation as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-5:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the following warrants:**

- 2021-05            \$9,812.79

3 Ayes 0 Nays 1 Absent MOTION CARRIED

### Financial Reports (Continued)

**MOTION 202105-6:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the transfer of \$12,500 from Fund Balance to A7410.1 and \$1,000 from Fund Balance to A7410.8.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

### Unfinished Business

**MOTION 202105-7:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve maintaining the current policy for mask wearing and social distancing.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-8:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to apply, in cooperation with the Town, for the NYS 2022 Library Construction Grant.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-9:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to amend MOTION 202103-7 to reduce hours to 16 hours/week and raise hourly rate to \$15.00/hour.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-10:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to amend MOTION 202104-9 to allow the hiring of up to five temporary high school pages.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

### New Business

**MOTION 202105-11:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to accept the quote from MMB not to exceed \$7,250 for the external annual audit for the fiscal year ending 2020.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-12:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the NYSLRS Standard Work Day resolution of 7 hours/day for employees.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-13:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve Policy 2020 Employment Conclusions with changes as discussed.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202105-14:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve Policy 4002 Public Safety with changes as discussed.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

### Appointments/Resignations

None

### Executive Session

**MOTION 202105-15:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to enter into Executive Session at 7:38pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

7:38pm – recording stopped, Ms. A. Jurgens was invited to stay, Ms. Pierce left the meeting

7:55pm – Ms. A. Jurgens left the meeting

5/20/21

**Executive Session (Continued)**

8:01pm – reconvene, recording restarted

**MOTION 202105-16:** A motion was made by Ms. Frank, seconded by Ms. Killion, to recommend to the Ontario Town Board that Anne Jurgens be appointed as Library Trustee filling the vacant trustee seat ending December 2025. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Adjournment**

**MOTION 202105-17:** A motion was made by Ms. Killion, seconded by Ms. Frank **to adjourn** at 8:06pm.  
3 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Lauren Frank, Secretary \_\_\_\_\_ Date \_\_\_\_\_