

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

September 21, 2021

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, September 21, 2021. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:32pm.

Present: Lauren Frank, Anne Jurgens, Alan Seigel, Sandra Hylan, Michele Goodenough, Jill Pierce

Trustee Absent: Kristen Killion (excused)

Approval of the Consent Agenda

MOTION 202109-1: A motion was made by Ms. Jurgens, seconded by Ms. Frank **to approve the adoption of the consent agenda as presented:**

- a. 2076 Grievance Procedure
- b. 4040 Gifts and Bequests
- c. 4065 Investments
- d. 4067 Credit Cards
- e. Rescind: Covid policies replaced by NYS mandated Pandemic Response Plan 01/19/21
 1. 4002.3 Employee Health Screening Covid-19
 2. 4002.4 Contact Tracing
 3. 4002.5 PPE & Social Distancing

3 Ayes 0 Nays 1 Absent 1 Absent MOTION CARRIED

Approval of the Agenda

MOTION 202109-1: A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve the agenda as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of Minutes

The July 20, 2021 Board meeting minutes and the August 24, 2021 special meeting minutes were approved.

Public Comment

None

Town Liaison's Report

None

Director's Report

MOTION 202109-3: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the Director's verbal report.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Financial Reports

MOTION 202109-4: A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve the July/August 2021 to date Budget as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-5: A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve the July 2021 bank reconciliation as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-6: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the August 2021 bank reconciliation as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-7: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to adopt the Fixed Assets list as updated September 2021.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-8: A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve the following warrants:**

- 2021-07-2 \$11,246.81
- 2021-08 \$11,955.71
- 2021-08-2 \$495.96
- 2021-09 \$9,918.70

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Unfinished Business

NYS 2022 Library Construction Grant application has been submitted.

New Business

MOTION 202109-9: A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve canvassing for a part time Library Clerk.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-10: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to adopt the Free Direct Access Plan for 2022-26.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-11: A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve Policy 2050 Benefits as amended.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-12: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve Policy 2060 Attendance and Leave as amended.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202109-13: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve Policy 4002.2 Suspension of Patron Access as amended.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Appointments/Resignations

MOTION 202109-14: A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the appointment of C. Erin Carberry to the position of Part Time Adult Programming Clerk as presented.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Retirement – Lynne Brokaw submitted her letter of intent to retire with her last workday being October 15, 2021.

Executive Session

None

Adjournment

MOTION 202109-15: A motion was made by Ms. Frank, seconded by Ms. Jurgens **to adjourn** at 8:01pm.

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Lauren Frank, Secretary _____ Date _____

DRAFT