

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

November 19, 2019

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, November 19, 2019. The meeting was presided over by President Michael Schoene who called the meeting to order at 6:30pm.

Present: Sara Contestabile, Kristen Killion, Michael Schoene, Alan Seigel, Sandra Hylan, Michele Goodenough, Jill Pierce

Approval of the Agenda

MOTION 201911-1: A motion was made by Ms. Killion, seconded by Mr. Seigel **to approve the agenda with the following amendments:**

- add: Executive Session after Approval of Board Meeting Minutes
- add: VI. d. Payment of Warrant: 2019-11-2 \$7,306.22
- move: Old Business b. Personnel Sub-Committee to c.
- add: Old Business b. 2020 Salaries/Wages
- add: Old Business d. Trustee Resignation Acceptance
- move: New Business c. Election2020 Library Board Officers to d.
- add: New Business c. Trustee Updates

4 Ayes 0 Nays MOTION CARRIED

6:33pm – Ms. Pierce left the meeting

Executive Session

MOTION 201911-2: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to enter into Executive Session at 6:33pm for discussion regarding a personnel matter leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.** 4 Ayes 0 Nays

MOTION CARRIED

7:41pm – reconvene

Approval of Minutes

MOTION 201911-3: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the July 16, 2019 and the September 17, 2019 Board Meeting minutes.** 4 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Town Liaison's Report

None

Director's Report

MOTION 201911-4: A motion was made by Ms. Killion, seconded by Ms. Contestabile, **to approve the Director's Report.** 4 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 201911-5: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the September/October 2019 to date Budget as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-6: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the September 2019 bank reconciliation as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-7: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the October 2019 bank reconciliation as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-8: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-10 \$3,289.51

4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-9: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-10-2 \$2,173.07

4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-10: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the warrant:**

- 2019-11 \$4,160.71

4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-11: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the warrant:**

- 2019-11-2 \$7,306.22

4 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 201911-12: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to adopt the revised 2020 budget as presented.** 3 Ayes 0 Nays 1 Abstention (Contestabile) MOTION CARRIED

MOTION 201911-13: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the recommended wage/salary increases effective beginning the first pay period of 2020.** 4 Ayes 0 Nays MOTION CARRIED

Old Business (continued)

MOTION 201911-14: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the Director evaluation form as presented.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-15: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the acceptance of Trustee Angela Lay's resignation effective September 17, 2019.** 4 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 201911-16: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the deaccession of the following obsolete IT equipment:**

- ID tag 7DG4X52 Latitude E6440
- ID tag 75T8X52 OptiPlex3020
- ID tag 7MF1P22 Optiplex 3020

4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-17: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the 2020 operating calendar.** 4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-18: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to recommend to the Ontario Town Board that Alan Seigel be appointed to the position of Ontario Public Library Trustee.**
4 Ayes 0 Nays MOTION CARRIED

MOTION 201911-19: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to accept the 2020 Trustee Officers as follows:**

- President: Alan Seigel
- Vice President: Kristen Killion
- Secretary: Sara Contestabile

Appointments/Resignations

None

Executive Session

None

Adjournment

MOTION 201911-20: A motion was made by Ms. Killion, seconded by Mr. Seigel **to adjourn** at 9:00pm.
4 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Alan Seigel, Secretary _____ Date _____