

## Ontario Public Library

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

July 20, 2021

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, July 20, 2021. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:30pm.

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

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

**MOTION 202107-1:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the agenda with the following addition:**

- **IX. New Business c. 2020 Annual Report to the Community**

4 Ayes 0 Nays MOTION CARRIED

#### **Approval of Minutes**

The May 18, 2021 Board Meeting minutes were approved.

#### **Public Comment**

None

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

None

#### **Director's Report**

**MOTION 202107-2:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to approve the Director's Report.** 4 Ayes 0 Nays MOTION CARRIED

#### **Financial Reports**

**MOTION 202107-3:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the May/June 2021 to date Budget as presented.** 4 Ayes 0 Nays MOTION CARRIED

**MOTION 202107-4:** A motion was made by Ms. Killion, seconded by Ms. Jurgens, **to approve the May 2021 and June 2021 bank reconciliations as presented.** 4 Ayes 0 Nays MOTION CARRIED

### **Financial Reports (continued)**

**MOTION 202107-5:** A motion was made by Ms. Killion, seconded by Ms. Frank, **to approve the following warrants:**

- 2021-06           \$1,620.08
- 2021-06-02       \$8,941.70
- 2021-07           \$12,968.59

4 Ayes 0 Nays MOTION CARRIED

### **Unfinished Business**

NYS 2022 Library Construction Grant

- PLS approved 34% award
- currently looking for architect
- procurement of assurances is underway

Part-time Adult Programming Clerk – search is ongoing

Trustee Vacancies – continue to publicize current vacancy (forthcoming vacancy beginning January 2022 noted)

Trustee Workshops – upcoming opportunities presented

### **New Business**

**MOTION 202107-6:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the deaccession of the following obsolete IT equipment:**

- ID Tag 2UA7031DCZ Elite 800 w/ monitor
- ID Tag 2UA6161S3Z Elite 800
- ID Tag 2UA6161S3Y Elite 800
- ID Tag 17463057158 OptiPlex 3020
- ID Tag GFH3N12 Latitude Laptop E5440

4 Ayes 0 Nays MOTION CARRIED

**MOTION 202107-7:** A motion was made by Ms. Jurgens, seconded by Ms. Killion, **to adopt Policy 2000 Personnel Policy as presented.** 4 Ayes 0 Nays MOTION CARRIED

**MOTION 202107-8:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to approve the 2020 Annual Report to the Community.** 4 Ayes 0 Nays MOTION CARRIED

### **Appointments/Resignations**

**MOTION 202107-9:** A motion was made by Ms. Killion, seconded by Ms. Jurgens, **to approve the addition of four part time temporary high school pages, Rowan Constable, Isabella DePascale, Owen Doran and John Featherly as presented in meeting July 20, memo dated June 8, 2021.** 4 Ayes 0 Nays MOTION CARRIED

**Appointments/Resignations (continued)**

**MOTION 202107-10:** A motion was made by Ms. Frank, seconded by Ms. Killion, **to accept the resignation of Michael Schoene from the Board of Trustees as presented in meeting July 20, letter dated May 21, 2021.**

4 Ayes 0 Nays MOTION CARRIED

**Executive Session**

None

**Adjournment**

**MOTION 202107-11:** A motion was made by Ms. Jurgens, seconded by Ms. Frank **to adjourn** at 7:49pm.

4 Ayes 0 Nays MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

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