

**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 \_\_\_\_\_