

## Ontario Public Library

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

November 16, 2021

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, November 16, 2021. The meeting was presided over by President Alan Seigel who called the meeting to order at 6:06pm.

**Present:** Lauren Frank, Anne Jurgens, Alan Seigel, Sandra Hysten, Michele Goodenough, Jill Pierce, and guest Sean Arliss

**Trustee Absent:** Kristen Killion (excused)

#### Approval of the Agenda

**MOTION 202111-1:** 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 September 21, 2021 Board meeting minutes were approved.

#### Public Comment

Mr. Arliss expressed appreciation of the Library program offerings.

#### Town Liaison's Report

None

#### Director's Report

**MOTION 202111-2:** A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to approve the Director's report.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

#### Financial Reports

**MOTION 202111-3:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the September/October 2021 to date Budget as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202111-4:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the October 2021 bank reconciliation as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202111-5:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the September 2021 bank reconciliation as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Financial Reports (continued)**

**MOTION 202111-6:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the following warrants:**

- 2021-09-2           \$2,456.52
- 2021-10             \$9,560.04
- 2021-10-2         \$1,004.54
- 2021-11            \$10,044.59

3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Unfinished Business**

2022 Library Budget - Town funding with regard to the 2022 Library Budget was approved as submitted.

**MOTION 202111-7:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to grant collective authority on behalf of the Trustees of Ontario Public Library (herein called OPL) to Trustee Lauren Frank with regard to all matters concerning the continuation of the earlier legally binding agreements made between the Town and its representatives and OPL and its representatives. This includes but is not limited to executing agreements on the matter of continued use of Town owned space and/or facilities by OPL.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Trustee Vacancies – Ms. Hylen will contact a previous applicant in regards to completing A. Lay’s Trustee term.

**New Business**

**MOTION 202111-8:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the 2022 operating calendar as amended.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202111-9:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the Policy 1010 Ethics ALA (Code of Ethics) as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202111-10:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the Policy 4002 Public Safety Policy as amended.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 202111-11:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to approve the recommended wage/salary increases for 2022 as presented.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Appointments/Resignations**

**MOTION 202011-12:** A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to accept the 2022 Trustee Officers as follows:**

- President: Lauren Frank
- Vice President: Anne Jurgens
- Secretary: Alan Seigel

3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Executive Session**

**MOTION 202111-13:** A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to enter into Executive Session at 7:27pm 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

Mr. Arliss, Ms. Goodenough and Ms. Pierce were invited to stay

7:46pm – Executive Session temporarily stopped, meeting reconvene

**MOTION 202105-14:** A motion was made by Ms. Frank, seconded by Ms. Jurgens, to recommend to the Ontario Town Board that Sean Arliss be appointed as Library Trustee to serve the term 2022 through 2026.

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Mr. Arliss accepted the Trustee invitation to accept the Trusteeship for 2022 through 2026

7:50pm Mr. Arliss, Ms. Goodenough and Ms. Pierce left the meeting

7:51pm Executive Session reconvened

8:10pm Ms. Hylan left Executive Session

8:21pm Ms. Hylan rejoined Executive Session

8:23pm – Executive Session ended, meeting reconvened

**MOTION 202111-15:** A motion was made by Ms. Jurgens, seconded by Ms. Frank, **to raise the annual salary for Library Director by \$2,800 effective at the beginning of the 2022 first pay period which ends January 5, 2022.**

3 Ayes 0 Nays 1 Absent MOTION CARRIED

**Adjournment**

**MOTION 202111-16:** A motion was made by Ms. Jurgens, seconded by Ms. Frank **to adjourn** at 8:29pm.

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

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