

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

May 17, 2022

The regular meeting of the Board of Trustees was held on Tuesday, May 17, 2022. The meeting was presided over by Lauren Frank who called the meeting to order at 5:02pm.

Present: Lauren Frank (Chair), Al Seigel, Anne Jurgens, Sandra Hylan, Michele Goodenough

Absent: Sean Arliss (excused), Jill Pierce, recording secretary (excused)

Approval of the Agenda

MOTION 202205-01: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve with the addition of the following:**

IX New Business c. Policies & Plans ii. P.4068 Fund Balance and Assigned Reserves, Resolution

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of Minutes

The March 15, 2022 Board meeting minutes were approved.
The March 30, 2022 Special Meeting minutes were approved.

Public Comment

None

Town Liaison's Report

Mark D'Angelo unable to attend

Director's Report

MOTION 202205-02: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, to approve the Director's report. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Financial Reports

MOTION 202205-03: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, to approve the March March/April 2022 to date Budget as presented. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202205-04: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, to approve the March 2022 bank reconciliation as presented. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Financial Reports (continued)

MOTION 202205-05: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, to approve the April 2022 bank reconciliation as presented. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 202205-06: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, to approve the following warrants:

- 2022-03-2 \$8,417.21
- 2022-04 \$12,020.12
- 2022-04-2 \$1,426.22
- 2022-05 \$10,293.02

3 Ayes 0 Nays 1 Absent MOTION CARRIED

Unfinished Business

Trustee education reviewed
Collection and Challenges Role Play training discussed

New Business

Annual Report to the Community presented

MOTION 202205-07: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, to adopt Annual Report to Community as presented. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

WC Dept. of Health: Cooling Center presented

MOTION 202205-08: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, to approve making Ontario Public Library a Cooling Center with the Wayne County Dept. of Health. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Policies & Plans: Rewritten 4020 Circulation Policy with Appendices presented

MOTION 202205-09: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, to adopt rewritten Policy 4020 Circulation Policy with Appendices. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

4030 Rescind Fines & Fees

MOTION 202205-10: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, to rescind Policy 4030 Fines & Fees. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Fund Balance and Assigned Reserves, Resolution presented and read by Lauren Frank

MOTION 202205-11: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, to adopt the Fund Balance and Assigned Reserves Resolution. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

New Business (continued)

Emergency Response Plan presented

MOTION 202205-12: A motion was made by Mr. Seigel, seconded by Ms. Jurgens to adopt the Emergency Response Plan as presented. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Appointments/Resignations

None

Executive Session

MOTION 202205-13: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to enter into Executive Session at 6:25pm for discussion regarding a personnel matter leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.** 3 Ayes 0 Nays 1 Absent MOTION CARRIED

6:58pm – reconvene

MOTION 202205-14: A motion was made by Mr. Seigel, seconded by Ms. Jurgens to appoint Gail Kirchgessner as trustee to fill the remainder of the term 2018-December 2022 and provide letter to Town for appointment. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Adjournment

MOTION 202205-15: A motion was made by Ms. Jurgens, seconded by Mr. Seigel **to adjourn** at 7:02pm. 3 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Michele Goodenough, Library Assistant

Alan Seigel, Secretary _____ Date _____