

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

July 18, 2023

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, July 18, 2023. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:59pm.

Present: Sean Arliss (arrived 6:27pm), Lauren Frank, Anne Jurgens, Gail Kirchgessner, Alan Seigel, Sandra Hylen, Michele Goodenough, Jill Pierce, Mark D'Angelo and Emily Steinbacher

The Ontario Public Library Mission Statement was read aloud by Mr. Seigel.

Approval of the Agenda

The agenda was approved with the following:

- Addition: XII. New Business d. Emails from prospective candidates
- Correction: X. Financial Reports d. Warrants totaling: \$28,508.40 vs \$20,508.40

Approval of Minutes

MOTION 20230718-1: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the May 16, 2023 Board meeting minutes.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Public Comment

None

Presentation

E. Steinbacher from LaBella Association gave a presentation on Library construction plans.

5:22pm - Ms. Steinbacher left

Trustee Comments

General comments received.

Town Liaison's Report

Mr. D'Angelo reported that the budget process starts next month.

Director's Report

MOTION 20230718-2: A motion was made by Ms. Kirchgessner, seconded by Mr. Seigel, **to approve the Director's report as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Financial Reports

MOTION 20230718-3: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner **to approve the May/June 2023 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20230718-4: A motion was made by Ms. Kirchgessner, seconded by Mr. Seigel, **to approve the May 2023 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20230718-5: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the June 2023 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20230718-6: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve the four warrants in the amount totaling: \$28,508.40.**

- 2023-05-2 \$1,287.46
- 2023-06 \$14,147.44
- 2023-06-2 \$2,409.90
- 2023-07 \$10,663.60

4 Ayes 0 Nays 1 Absent MOTION CARRIED

Unfinished Business

MOTION 20230718-7: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to affirm that the Board of Trustees directs, oversees, and supports, the Library Director in management actions required to comply with the Systems Access and Confidentiality of Library Records Policy, relevant OWWL Library System policies, and NYS Laws referenced therein, in protection of patron privacy and patron data entrusted to Ontario Public Library and OWWL Library System.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Trustee continuing education requirement was reviewed.

New Business

MOTION 20230718-8: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to adopt the proposed budget for 2024 as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:00pm – Mr. D’Angelo left

Performance evaluation questionnaires were distributed.

No action was taken on Policy 2050: Benefits.

6:27pm – Mr. Arliss arrived

MOTION 20230718-9: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to adopt Policy 2090: Anti-Harassment Policy and form as presented.** 5 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations

MOTION 20230718-10: A motion was made by Mr. Seigel, seconded by Mr. Arliss, **to approve the temporary appointment of the part-time high school pages as presented.** 5 Ayes 0 Nays MOTION CARRIED

Executive Session

MOTION 20230718-11: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to enter into Executive Session at 6:43pm 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.** 5 Ayes 0 Nays MOTION CARRIED

6:43pm – Ms. Goodenough and Ms. Pierce left

7:56pm – reconvene

Adjournment

MOTION 20230718-12: A motion was made by Ms. Jurgens, seconded by Mr. Seigel **to adjourn** at 7:59pm. 5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, _____ on _____
Jill Pierce date

Respectfully submitted by Secretary, _____ on _____
Alan Seigel date