

## Ontario Public Library

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

September 19, 2023

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, September 19, 2023. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:02pm.

**Present:** Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Alan Seigel, Sandra Hylan, Michele Goodenough, Jill Pierce

The Ontario Public Library Mission Statement was read aloud by Ms. Jurgens.

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

**MOTION 20230919-1:** A motion was made by Mr. Arliss, seconded by Mr. Seigel **to approve the consent agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-2:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel **to approve the adoption of the consent agenda as presented:**

- a. Policy 4008 Fixed Assets Capitalization
- b. Policy 4068 Fund Balance and Assigned Reserves
- c. 2023 Fixed Assets Review
- d. Deaccession of Technology

5 Ayes 0 Nays MOTION CARRIED

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

**MOTION 20230919-3:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

#### **Approval of Minutes**

**MOTION 20230919-4:** A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the July 18, 2023 Board meeting minutes.** 5 Ayes 0 Nays MOTION CARRIED

#### **Public Comment**

None

#### **Trustee Comments**

General comments received.

### Town Liaison's Report

None

### Director's Report

**MOTION 20230919-5:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

### Financial Reports

**MOTION 20230919-6:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner **to approve the July/August 2023 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-7:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve the July 2023 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-8:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the August 2023 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-9:** A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to approve payment of the four warrants in the amount totaling: \$29,710.97.**

- 2023-07-2            \$1,067.89
- 2023-08             \$12,108.93
- 2023-08-2          \$2,663.04
- 2023-09             \$13,871.11

5 Ayes 0 Nays MOTION CARRIED

### Unfinished Business

The 2024 Budget was discussed.

Trustee continuing education requirement was reviewed.

### New Business

**MOTION 20230919-10:** A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to adopt Policy 2020: Employee Conclusions as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-11:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to adopt Policy 2050: Benefits as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-12:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to adopt Policy 4000.2: Computer and Internet Use as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230919-13:** A motion was made by Mr. Seigel, seconded by Ms. Kirchgessner, **to adopt Policy 4064: Financial Controls as amended.** 5 Ayes 0 Nays MOTION CARRIED

**New Business (continued)**

**MOTION 20230919-14:** A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to approve all necessary and allowable expenses up to \$1,896 for the attendance of Anne Rehor and Michele Goodenough to the NYLA Annual Conference in Saratoga Springs, NY from November 1-4, 2023.** 5 Ayes 0 Nays MOTION CARRIED

**Appointments/Resignations**

**MOTION 20230919-15:** A motion was made by Mr. Seigel, seconded by Mr. Arliss, **to accept the resignation of the part-time programming clerk.** 5 Ayes 0 Nays MOTION CARRIED

**Executive Session**

**MOTION 20230919-16:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to enter into Executive Session at 6:29pm 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

6:29pm – Ms. Hylén, Ms. Goodenough and Ms. Pierce left

6:41pm – reconvene

6:42pm – Ms. Hylén returned

**Adjournment**

**MOTION 20230919-17:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner **to adjourn** at 6:43pm. 5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, \_\_\_\_\_ on \_\_\_\_\_  
Jill Pierce date

Respectfully submitted by Secretary, \_\_\_\_\_ on \_\_\_\_\_  
Alan Seigel date