

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

November 14, 2023

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, November 14, 2023. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:03pm.

Present: Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Alan Seigel, Sandra Hysten, Michele Goodenough, Jill Pierce, Mark D'Angelo

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

Approval of the Agenda

MOTION 20231114-1: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the agenda with the following addition:**

- IX. Financial Report
 - d. Payment of Warrants
 - v. Warrant 2023-11-2 \$33,748.05

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

The September 19, 2023 Board meeting minutes were approved.

Public Comment

None

Trustee Comments

General comments received.

Town Liaison's Report

Mr. D'Angelo reiterated the passing of the 2024 budget.

Director's Report

MOTION 20231114-2: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Elections of Trustee Officers

MOTION 20231114-7: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to accept the 2024 Trustee Officers as follows:**

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

5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20231114-3: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss **to approve the September/October 2023 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20231114-4: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the September 2023 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20231114-5: A motion was made by Mr. Seigel, seconded by Mr. Arliss, **to approve the October 2023 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20231114-6: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to approve payment of the four warrants in the amount totaling: \$51,311.29.**

- 2023-09 \$1,382.37
- 2023-10 \$1,287.25
- 2023-10-2 \$1,068.31
- 2023-11 \$13,825.31
- 2023-11-2 \$33,748.05

5 Ayes 0 Nays MOTION CARRIED

Unfinished Business

MOTION 20231114-8: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the staff wage increases for 2024 as recommended in S. Hysten's letter to the Board of Trustees dated November 14, 2023.** 5 Ayes 0 Nays MOTION CARRIED

Trustee continuing education requirement was reviewed.

New Business

MOTION 20231114-9: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to adopt Policy 4002: Public Safety as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20231114-10: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to adopt Policy 5010: Bylaws as amended.** 5 Ayes 0 Nays MOTION CARRIED

New Business (continued)

MOTION 20231114-11: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the 2024 operating calendar.** 5 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations

None

6:29pm – Mr. D’Angelo left

Executive Session

MOTION 20231114-12: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to enter into Executive Session at 6:30pm 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

6:33pm – Ms. Goodenough and Ms. Pierce left

8:18pm – reconvene

Adjournment

MOTION 20231114-13: A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to adjourn** at 8:20pm. 5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Alan Seigel date