

## Ontario Public Library

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

May 16, 2023

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, May 16, 2023. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

**Present:** Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Alan Seigel, Sandra Hylen and Jill Pierce

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

#### Approval of the Agenda

**MOTION 20230516-1:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

#### Approval of Minutes

**MOTION 20230516-2:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the March 21, 2023 Board meeting minutes.** 5 Ayes 0 Nays MOTION CARRIED

#### Public Comment

None

#### Town Liaison's Report

None

#### Director's Report

**MOTION 20230516-3:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

#### Financial Reports

**MOTION 20230516-4:** A motion was made by Mr. Arliss, seconded by Mr. Seigel **to approve the March/April 2023 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230516-5:** A motion was made by Mr. Seigel, seconded by Mr. Arliss, **to approve the March 2023 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20230516-6:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the April 2023 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**Financial Reports (continued)**

**MOTION 20230516-7:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve the following warrants:**

- 2023-03-2           \$657.93
- 2023-04           \$11,273.08
- 2023-04-2         \$747.73
- 2023-05           \$10,623.56

5 Ayes 0 Nays MOTION CARRIED

**Unfinished Business**

**MOTION 20230516-8:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4002 Public Safety as amended. 5 Ayes 0 Nays** MOTION CARRIED

**MOTION 20230516-9:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to adopt Policy 4002.1 Safe Child Policy as reviewed. 5 Ayes 0 Nays** MOTION CARRIED

**MOTION 20230516-10:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to adopt Policy 4002.2 Enforcement of Public Safety and Suspension as amended. 5 Ayes 0 Nays** MOTION CARRIED

**New Business**

**MOTION 20230516-11:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to adopt the 2022 Annual Report to the Community as presented. 5 Ayes 0 Nays** MOTION CARRIED

**MOTION 20230516-12:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to table action on the OWWL Systems Access and Confidentiality of Library Records Policy. 5 Ayes 0 Nays** MOTION CARRIED

**MOTION 20230516-13:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to adopt Policy 4000 Schedule and Conditions of Operations as updated. 5 Ayes 0 Nays** MOTION CARRIED

**MOTION 20230516-14:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to adopt Policy 4020 Circulation Policy as amended. 5 Ayes 0 Nays** MOTION CARRIED

**MOTION 20230516-15:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to adopt Policy 4001.1 Public Comments at Board Meetings as reviewed. 5 Ayes 0 Nays** MOTION CARRIED

**Trustee Comments** – General comments received

**Appointments/Resignations**

**MOTION 20230516-16:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve an increase in weekly hours and hourly wage for I. DePascale in the forthcoming role of Part-time Summer Reading Page as presented. 5 Ayes 0 Nays** MOTION CARRIED

**Executive Session**

None

**Adjournment**

**MOTION 20230516-17:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel **to adjourn** at 6:53pm.  
5 Ayes 0 Nays MOTION CARRIED

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

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