

## Ontario Public Library

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

November 14, 2023

Approved 1/16/2024

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 Hylen, 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