

## Ontario Public Library

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

March 19, 2024

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, March 19, 2024. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:02pm.

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

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

#### Approval of the Agenda

**MOTION 20240319-1:** A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the agenda with the elimination of item IX. Unfinished Business b. Combatting Sexual Harassment in the Workplace.** 5 Ayes 0 Nays MOTION CARRIED

#### Approval of Minutes

The January 16, 2024 Board meeting minutes were approved.

#### Public Comment

None

#### Trustee Comments

General comments received.

#### Town Liaison's Report

None

#### Director's Report

**MOTION 20240319-2:** A motion was made by Mr. Seigel, seconded by Mr. Arliss, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

#### Financial Reports

Action on the January/February 2024 Budget Report was postponed until the May 21, 2024 meeting.

**MOTION 20240319-3:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the January 2024 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20240319-4:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to accept the February 2024 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**Financial Reports (continued)**

**MOTION 20240319-5:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve payment of the three warrants in the amount totaling: \$42,938.05.**

- 2024-01           \$17,722.60
- 2024-02           \$11,404.40
- 2024-02-2       \$1,185.19
- 2024-03           \$12,625.86

5 Ayes 0 Nays MOTION CARRIED

**Unfinished Business**

An update was given on the NYS Construction grant.

Trustee annual education requirement was reviewed.

**New Business**

**MOTION 20240319-6:** A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to accept the DLD Annual Report for 2023 as presented.** 5 Ayes 0 Nays MOTION CARRIED

An overview of the process for creating the 2025-29 Long Range Plan was provided. Ms. Frank and Ms. Kirchgessner volunteered to join Ms. Hysten to form the planning committee.

**MOTION 20240319-7:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4090: Pest Management as presented.** 5 Ayes 0 Nays MOTION CARRIED

**Appointments/Resignations**

None

**Executive Session**

**MOTION 20240319-8:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to enter into Executive Session at 5:20pm 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

5:20pm – Ms. Pierce left

5:37pm – reconvene

**Adjournment**

**MOTION 20240319-9:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to adjourn** at 5:39pm.  
5 Ayes 0 Nays MOTION CARRIED

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

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