

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

May 21, 2024

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, May 21, 2024. 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 Hylan, Michele Goodenough, Jill Pierce

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

Approval of the Agenda

MOTION 20240521-1: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the agenda with the following changes:**

- **VII. Financial Report f. Payment of Warrants: 2024-05 \$11,484.87 & Total: \$27,275.56**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

The March 19, 2024 Board meeting minutes were approved.

Public Comment

None

Trustee Comments

General comments received.

Town Liaison's Report

None

Director's Report

MOTION 20240521-2: 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

Financial Reports

MOTION 20240521-3: A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to approve the January-April 2024 to date Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20240521-4: A motion was made by Ms. Kirchgessner, seconded by Mr. Seigel, **to accept the March 2024 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20240521-5: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to accept the April 2024 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20240521-6: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to adopt Policy 4068: Fund Balance and Assigned Reserves as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20240521-7: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve payment of the three warrants in the amount totaling: \$27,275.56.**

- 2024-03-2 \$808.95
- 2024-04 \$11,597.94
- 2024-04-2 \$1,577.20
- 2024-05 \$11,484.87
- 2024-05-2 \$1,806.60

5 Ayes 0 Nays MOTION CARRIED

MOTION 20240521-8: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the following fund transfers:**

- **Transfer from Unassigned Fund Balance to Capital Fund Reserve** **\$90,000.00**
- **Transfer from Unassigned Fund Balance to Assigned Technology Reserve** **\$8,000.00**

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 20240521-9: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to adopt the 2023 Annual Report to the Community as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20240521-10: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the announcement of Temporary Page positions.** 5 Ayes 0 Nays MOTION CARRIED

OWWL hours of operation/budgets were reviewed.

New Business (continued)

MOTION 20240521-11: A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to adopt the revisions to the following policies as presented with changes as discussed to Policies 4070 and 4020 Section 3.5.1.**

- **Policy 4002.1: Safe Child**
- **Policy 4070: Confidentiality Law**
- **Policy 4020: Circulation**
- **Policy 4020: Circulation**
 - **Appendix 1: Identification**
 - **Appendix 2: Limits and Loan Periods**
 - **Appendix 3: Fees and Fines**

5 Ayes 0 Nays MOTION CARRIED

Appointments/Resignations

None

Executive Session

MOTION 20240521-12: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to enter into Executive Session at 7:10pm 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

7:10pm – Ms. Goodenough & Ms. Pierce left

7:16pm – Ms. Hylen left

7:18pm – Mr. Arliss left

7:19pm – Mr. Arliss rejoined the meeting

7:20pm – reconvene

Adjournment

MOTION 20240521-13: A motion was made by Ms. Jurgens, seconded by Mr. Seigel **to adjourn** at 7:21pm.
5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Alan Seigel date