

## 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

**MOTION 20240521-13:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to retain counsel.**  
5 Ayes 0 Nays MOTION CARRIED

7:18pm – Mr. Arliss left

**MOTION 20240521-14:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens **to retain Sean Arliss as Board Member.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

7:19pm – Mr. Arliss rejoined the meeting

7:20pm – reconvene

**Adjournment**

**MOTION 20240521-15:** 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