

## Ontario Public Library

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

July 16, 2024

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, July 16, 2024. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

**Present:** Lauren Frank, Anne Jurgens, Gail Kirchgessner, Alan Seigel, Sandra Hysten, Michele Goodenough, Jill Pierce, Sean Arliss (arrived 6:05), three members of the public

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

#### Approval of the Agenda

**MOTION 20240716-1:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve the agenda with the following change:**

- **Move “Next Board Meeting” announcement above XIV. Adjournment**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### Approval of Minutes

**MOTION 20240716-2:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to table the vote to approve the May 21, 2024 Board Meeting minutes.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### Public Comment

N. Obaid spoke on behalf of the Friends of Ontario Public Library to provide an update on their recent activities.

#### Trustee Comments

None

#### Town Liaison’s Report

None

#### Director’s Report

**MOTION 20240716-3:** A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the Director’s report as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

## Financial Reports

**MOTION 20240716-4:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens **to approve the May/June 2024 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-5:** A motion was made by Ms. Kirchgessner, seconded by Mr. Seigel, **to accept the May 2024 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-6:** A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to accept the June 2024 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-7:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve payment of the three warrants in the amount totaling: \$28,442.29.**

- 2024-06 \$13,872.50
- 2024-06-2 \$1,135.30
- 2024-07 \$13,434.49

4 Ayes 0 Nays 1 Absent MOTION CARRIED

## Unfinished Business

NYS Construction grant – no update

Trustee annual education requirement was reviewed.

## New Business

**MOTION 20240716-8:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to adopt the Pandemic Response Plan Appendix A: Sick Leave Covid-19/NYS/CDC changes 3/2024 as presented.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-9:** A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to approve the proposed 2025 Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-10:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the proposed wage increase for the Summer Reading Page as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-11:** A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the allocation of up to \$2,200 for attendance at the NYLA Annual Conference November 6-9, 2024 in Syracuse.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

## Appointments/Resignations

**MOTION 20240716-12:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the hiring of two temporary part-time high school pages as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240716-13:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to accept the resignation of the temporary part-time page as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Executive Session**

**MOTION 20240716-14:** A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to enter into Executive Session at 5:52pm 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.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

5:54pm – Ms. Obaid, Ms. Goodenough & Ms. Pierce left

6:01pm – Ms. Hylen left

**MOTION 20240716-15:** WHEREAS the library has duly conducted an initial assessment of concerns related to the performance of the Director; BE IT RESOLVED that the Director is suspended with pay for thirty days pending the full resolution of such concerns via per law and policy or via a mutually acceptable resolution.

4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:05pm – Mr. Arliss arrived

6:24pm – reconvene

**Adjournment**

**MOTION 20240716-16:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to adjourn** at 6:34pm.

5 Ayes 0 Nays MOTION CARRIED

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

on \_\_\_\_\_  
date

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

on \_\_\_\_\_  
date