

Ontario Public Library

Minutes for the Special meeting of the Board of Trustees

July 22, 2024

The special meeting of the Board of Trustees was held at Ontario Public Library on Monday, July 22, 2024. The meeting was presided over by President Lauren Frank who called the meeting to order at 6:00pm.

Present: Sean Arliss, Lauren Frank, Anne Jurgens, Alan Seigel, Michele Goodenough, Jill Pierce

Absent: Gail Kirchgessner (excused)

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

Approval of the Agenda

MOTION 20240722-1: A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve the agenda with the following addition:**

- **add VII. New Business c. Remove access to credit card**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of Minutes

MOTION 20240722-2: A motion was made by Ms. Jurgens, seconded by Mr. Seigel, **to approve the May 21, 2024 Board meeting minutes as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20240722-3: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to table the vote to approve the July 16, 2024 Board Meeting minutes.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Public Comment

None

Town Liaison's Report

None

New Business

MOTION 20240722-4: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to add as a signatory, Anne Rehor, Librarian, on Ontario Public Library's Lyons National Bank accounts; Legal Reserve Savings and Board of Trustees Checking.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20240722-5: A motion was made by Mr. Seigel, seconded by Ms. Jurgens, **to add as a signatory, Anne Rehor, Librarian, on the Ontario Public Library's Canandaigua National Bank savings and checking accounts.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

New Business (continued)

MOTION 20240722-6: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to remove as a signatory, Sandra Hysten from Ontario Public Library’s Lyons National Bank accounts; Legal Reserve Savings and Board of Trustees Checking.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20240722-7: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to remove as a signatory, Sandra Hysten from the Ontario Public Library’s Canandaigua National Bank savings and checking accounts.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20240722-8: A motion was made by Mr. Seigel, seconded by Mr. Arliss, **to remove Sandra Hysten’s access to Ontario Public Library’s credit card and to the credit card portal and to replace Ms. Hysten as Administrator with Michele Goodenough.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20240722-9: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to allow the President of the Board to review and sign off on any financial document that was previously reviewed by Sandra Hysten, Director, in her absence, in order to maintain the checks and balances of the financial controls held in place by the Library. If the President is unavailable, the Vice President of the Board may review and sign off on any financial document.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Executive Session

MOTION 20240722-10: A motion was made by Mr. Arliss, seconded by Mr. Seigel, **to enter into Executive Session at 6:10pm 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.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:10pm – Ms. Goodenough & Ms. Pierce left

6:37pm – reconvene

Adjournment

MOTION 20240722-11: A motion was made by Mr. Arliss, seconded by Mr. Seigel **to adjourn** at 6:40pm. 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes taken by Recording Clerk, _____
Jill Pierce

on _____
date

Respectfully submitted by Secretary, _____
Alan Seigel

on _____
date