

## Ontario Public Library

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

August 12, 2024

Approved 9/17/24

The special meeting of the Board of Trustees was held at Ontario Public Library on Monday, August 12, 2024. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:30pm.

**Present:** Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Michele Goodenough, Jill Pierce

Absent: Alan Seigel (excused)

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

#### Approval of the Agenda

**MOTION 20240812-1:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the agenda with the following addition:**

- **add IV. Approval of Minutes ii. Minutes of July 16, 2024**
- **add IV. Approval of Minutes iii. Minutes of August 6, 2024**
- **appointment of Acting Secretary**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

G. Kirchgessner agreed to serve as Acting Secretary.

#### Approval of Minutes

**MOTION 20240812-2:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the July 16, 2024 Board meeting minutes as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240812-3:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the August 6, 2024 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240812-4:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the July 22, 2024 Board meeting minutes as presented.**

3 Ayes 0 Nays 1 Abstention (Kirchgessner) 1 Absent MOTION CARRIED

#### Public Comment

None

#### Town Liaison's Report

None

**New Business**

**MOTION 20240812-5:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to remove Sandra Hylen from the Lyons National Bank Account: Ontario Public Library Payroll ACH and add Anne Rehor.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Executive Session**

**MOTION 20240812-6:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to enter into Executive Session at 5:46pm 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

5:46pm – Ms. Pierce left

6:31pm – reconvene

**MOTION 20240812-7:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **as follows;**

WHEREAS the Board has cause to be investigated a concern regarding a discovery first made by the Board on or about August 8, 2024; and

WHEREAS the investigation has found that misconduct serious enough to merit immediate termination has occurred; and

WHEREAS the Board acknowledges that such termination is serious, and has deeply considered the gravity and risks posed by the misconduct and the decision to terminate, prior to undertaking this vote;

BE IT RESOLVED that director of the Ontario Public Library, Sandra Hylen, is terminated effective immediately, and notice of same shall be sent this evening on behalf of the President; and

BE IT FURTHER RESOLVED that a notice of charges shall be sent to Ms. Hylen as required by law, together with a letter setting forth the basis of the termination, and Ms. Hylen shall have all due process required by Civil Service Law Section 75.

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Adjournment**

**MOTION 20240812-8:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to adjourn** at 6:41pm.

4 Ayes 0 Nays 1 Absent MOTION CARRIED

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

Respectfully submitted by Acting Secretary, \_\_\_\_\_ on \_\_\_\_\_  
Gail Kirchgessner date