

**Ontario Public Library**

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

**September 17, 2024**

Approved 10/21/24

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, September 17, 2024. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

**Present:** Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Jill Pierce, Michele Goodenough (5:00-5:15pm, 6:02pm-adjournment), Anne Rehor (5:16-6:00pm, 7:00pm-adjournment)

Absent: Alan Seigel

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

Ms. Kirchgessner agreed to serve as Acting Secretary.

**Approval of the Agenda**

**MOTION 20240917-1:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve the agenda with the following deletions:**

- delete IV. Approval of Minutes i. Minutes of July 22, 2024
- delete IV. Approval of Minutes ii. Minutes of August 6, 2024

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Approval of Minutes**

**MOTION 20240917-2:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the August 12, 2024 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Public Comment**

None

**Trustee Comments**

Mr. Arliss would like to see OPL have a table at the Ontario Chamber of Commerce craft show on November 9, 2024 to promote the Library and issue library cards.

Ms. Frank asked if a Trustee was available to attend the September 23<sup>rd</sup> Town Board meeting. Ms. Jurgens will check her schedule.

Ms. Frank stated that early voting will again be held at the Ontario Town Hall.

### Town Liaison's Report

None

5:15pm – Ms. Goodenough left

5:16pm – Ms. Rehor entered the meeting

### Director's Report

**MOTION 20240917-3:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the Director's report prepared by A. Rehor and M. Goodenough and presented by A. Rehor with the change of Friends' Book Sale set up day from Tuesday, September 16<sup>th</sup> to Wednesday, October 16<sup>th</sup>.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:00pm – Ms. Rehor left

6:02pm – Ms. Goodenough returned

### Financial Reports

**MOTION 20240917-4:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to approve the July/August 2024 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-5:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to accept the July 2024 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-6:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to accept the August 2024 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-7:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve payment of the four warrants in the amount totaling: \$29,402.13.**

- 2024-07-2            \$2,755.14
- 2024-08            \$12,641.88
- 2024-08-2           \$3,762.88
- 2024-09            \$10,242.23

4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Unfinished Business

Construction grant – Mr. Arliss provided an update on the construction grant. The new proposal will have the circulation desk remain in its current location, but receive an update to make it ADA compliant. Plans for the small study room will remain, however, the larger meeting room will be eliminated. The project will be divided into two parts with the ceiling included in the first part. New architectural prints and estimates need to be obtained.

**New Business**

**MOTION 20240917-8:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt two changes to Policy 2060: Attendance and Leave as discussed:**

- **Paid Absence - making thirty minutes the minimum increment of paid absence**
- **Vacation Leave - adding 5 weeks vacation credited for Full-time and Part-time Staff Members with twenty years of service**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-9:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to provide notice of plans to amend Article III, Section 11 of the Ontario Public Library Policy Bylaws at the next Trustee Board meeting on November 19, 2024.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-10:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to approve the extension and amendment of Megan McLaughlin’s contract through the end of November 2024.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-11:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to table action on Policy 4068: Fund Balance and Assigned Reserves.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20240917-12:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to table action on the movement of money from the Legal Reserve Fund to pay attorney fees.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Executive Session**

None

**Adjournment**

**MOTION 20240917-13:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss **to adjourn** at 7:08pm.

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