

## Ontario Public Library

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

November 19, 2024

Approved 12/11/24

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, November 19, 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, Anne Rehor, Michele Goodenough, Jill Pierce

Absent: Alan Seigel

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

Ms. Kirchgessner agreed to serve as Acting Secretary.

#### **Approval of the Agenda**

**MOTION 20241119-1:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the agenda as presented** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### **Approval of Minutes**

**MOTION 20241119-2:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the October 21, 2024 Board meeting minutes as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### **Public Comment**

None

#### **Trustee Comments**

None

#### **Town Liaison's Report**

None

#### **Director's Report**

**MOTION 20241119-3:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to table discussion of the Director's report until the December 11, 2024.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Financial Reports**

**MOTION 20241119-4:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner **to approve the September/October 2024 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

5:07pm Stephanie Cole Adams joined the meeting virtually

**MOTION 20241119-5:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to accept the September 2024 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20241119-6:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the October 2024 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20241119-7:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve payment of the four warrants in the amount totaling: \$104,964.13.**

- 2024-10 \$41,479.44
- 2024-10-2 \$4,623.95
- 2024-10-3 \$16,045.21
- 2024-11 \$42,815.53

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Executive Session**

**MOTION 20241119-8:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to enter into Executive Session at 5:11pm 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

5:11pm Ms. Rehor, Ms. Goodenough and Ms. Pierce left the meeting

**MOTION 20241119-9:** A motion was made by Ms. Frank, seconded by Ms. Jurgens, **to accept the decision of the hearing officer:**

**WHEREAS the Board has received and reviewed the November 12, 2024 report of duly appointed hearing officer Dan Arno (the "Report"); and**

**WHEREAS the Report finds the former employee responsible on all counts and sustains the decisions of the Board with respect to suspension and termination;**

**BE IT RESOLVED that the Board, which is the sole supervisor of the Director of the Library, accepts the findings of the Report as its Determination in this matter; and**

**BE IT RESOLVED that such determination shall be transmitted as required in final resolution of the proceedings controlled by CLS Section 75.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Executive Session (continued)

**MOTION 20241119-10:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to retain the law firm of Stephanie Cole Adams for the purpose of drafting and/or reviewing policies and ByLaws, including Policy 2020, Grounds for Dismissal.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20241119-11:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to approve the extension of Megan McLaughlin’s contract through December 31, 2024.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20241119-12:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to exit Executive Session.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

5:31pm reconvene, Ms. Adams left the meeting

5:34pm Ms. Rehor, Ms. Goodenough and Ms. Pierce returned

### New Business

**MOTION 20241119-13:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the Excellus Simply Blue + Bronze 4 health insurance plan as a trial for 2025.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Elections of Trustee Officers

**MOTION 20241119-14:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the 2025 Trustee Officers as follows:**

- President: Lauren Frank
- Vice President: Anne Jurgens
- Secretary: Gail Kirchgessner

4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Unfinished Business

Construction grant – Mr. Arliss provided an update on the construction grant. Two representatives from LaBella were at OPL for a meeting on November 1<sup>st</sup>. They are working on a new proposal which should be available by year’s end. They will also submit a proposal for LaBella to act as the construction manager.

**MOTION 20241119-15:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to accept the amendment to ByLaws: Policy 5010, Article III, #11 as follows:**

**BE IT RESOLVED** that notice having been given at a previous meeting of trustees as required by the ByLaws, Article III of the ByLaws is amended as follows:

**11.** The ~~Library Director and~~ Treasurer ~~are is an~~ ex-officio members of the Board. Ex-officio members shall not have the right to vote.

**AND BE IT FURTHER RESOLVED** that the Library Assistant shall generate and publicize an updated version, noting the effective date of this most recent amendment.

4 Ayes 0 Nays 1 Absent MOTION CARRIED

11/22/24

**Unfinished Business (continued)**

**MOTION 20241119-16:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to adopt the new ByLaws: Policy 5010, Article IV, #8 as follows:**

**BE IT RESOLVED** that notice having been given at a previous meeting of trustees as required by the ByLaws, Article IV of the ByLaws is amended as follows:

**8. Trustees shall ensure that the Library has Directors and Officers Insurance AND Workers Compensation Insurance in place and effective at all times.**

**AND BE IT FURTHER RESOLVED** that the Library Assistant shall generate and publicize an updated version, noting the effective date of this most recent amendment.

4 Ayes 0 Nays 1 Absent MOTION CARRIED

The next Board meeting will be Wednesday, December 11, 2024 at 3:00pm.

**Adjournment**

**MOTION 20241119-17:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to adjourn** at 5:57pm.

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