

## Ontario Public Library

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

January 21, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, January 21, 2025. 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, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce

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

#### Approval of the Agenda

**MOTION 20250121-1:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the agenda with the following additions:**

- **X. New Business f. Trustee Roles**
- **X. New Business g. Board Meetings**

5 Ayes 0 Nays MOTION CARRIED

#### Approval of Minutes

**MOTION 20251021-2:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the December 11, 2024 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Abstention (Lee) MOTION CARRIED

**MOTION 20251021-3:** A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to approve the January 9, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

#### Public Comment

None

#### Trustee Comments

None

#### Town Liaison's Report

None

## Director's Report

Ms. Rehor highlighted the Director's report. Areas of discussion:

- Hoopla
- Planning Cohort request – have responded “yes”
- Sexual Harassment Training – handout for Trustees
- Approval of DLD report – planned for next meeting

**MOTION 20250121-4:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

## Financial Reports

**MOTION 20250121-5:** A motion was made by Ms. Kirchgessner, seconded by Ms. Lee **to approve the December 2024 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250121-6:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the December 2024 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250121-7:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve payment of the three warrants in the amount totaling: \$29,899.22.**

- 2024-12-2           \$13,799.79
- 2024-12-3           \$11,379.94
- 2023-12-4           \$4,719.49

5 Ayes 0 Nays MOTION CARRIED

## New Business

**MOTION 20250121-8:** A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to approve the pre-authorization of routine payments as presented for 2025.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250121-9:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt the Fixed Assets list as updated January 2025.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250121-10:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to remove Alan Seigel from the Lyons National Bank: Legal Reserve Savings Account and the Board of Trustees Checking Account and add Lauren Frank.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250121-11:** A motion was made by Ms. Kirchgessner, seconded by Ms. Rachel, **to adopt the Friends & Foundation of RPL Grant 2024 Report.** 5 Ayes 0 Nays MOTION CARRIED

**Conflict of Interest** – Trustees signed annual statements

## **New Business (continued)**

**Trustee Roles – Trustees to lead in the following responsibilities:**

- Mr. Arliss – construction
- Ms. Kirchgessner – director reviews
- Ms. Jurgens – trustee education
- Ms. Lee – strategic planning
- Ms. Frank - FOIL

**MOTION 20250121-12:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the addition of the following Board meeting dates for 2025 to be held at 5:00pm:**

- **February 18<sup>th</sup>**
- **April 15<sup>th</sup>**
- **June 17<sup>th</sup>**
- **August 19<sup>th</sup>**
- **October 21<sup>st</sup>**
- **December 16<sup>th</sup>**

5 Ayes 0 Nays MOTION CARRIED

## **Unfinished Business**

**MOTION 20250121-13:** A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to adopt the 2025 Budget.** 5 Ayes 0 Nays MOTION CARRIED

**Construction update** – provided by S. Arliss

- Meeting with LaBella was held on 1/15/25
- LaBella to provide estimates
- Zoom meeting scheduled for 1/28/25 to start grant process

**2025 OWWL Planning Cohort** – Monthly meetings beginning March – December for OWWL Directors and Trustees to discuss actions they are taking in regards to Strategic planning

**Evergreen Agreement** – Pages will be required to sign, too

**FOIL** – policy is all set, ready to implement

## **Executive Session**

**MOTION 20250121-14:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 6:37pm 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.** 5 Ayes 0 Nays MOTION CARRIED

6:37pm – Ms. Rehor, Ms. Goodenough & Ms. Pierce left

**MOTION 20250121-15:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens **to approve the extension of Megan McLaughlin’s contract through February 28, 2025.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250121-16:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss **to make an offer to Anne Rehor to become the new library director.** 5 Ayes 0 Nays MOTION CARRIED

7:00pm reconvene

7:05pm Ms. Rehor returned

7:10pm Ms. Rehor left

7:20pm Ms. Rehor returned

**Adjournment**

**MOTION 20250121-17:** A motion was made by Mr. Arliss, seconded by Ms. Lee **to adjourn** at 7:30pm.  
5 Ayes 0 Nays MOTION CARRIED

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

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