

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

January 21, 2025

Approved 2/25/25

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 20250121-2: 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 20250121-3: 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. Lee, **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 18th**
- **April 15th**
- **June 17th**
- **August 19th**
- **October 21st**
- **December 16th**

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