

## Ontario Public Library

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

February 25, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, February 25, 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 Ms. Lee.

#### Approval of the Agenda

**MOTION 20250225-1:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the agenda with the date changed from February 18<sup>th</sup> to February 25<sup>th</sup>.** 5 Ayes 0 Nays MOTION CARRIED

#### Approval of Minutes

**MOTION 20250225-2:** A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to approve the January 21, 2025 Board meeting minutes with the motion number corrections as discussed.**  
5 Ayes 0 Nays MOTION CARRIED

#### Public Comment

None

#### Trustee Comments

Acknowledgement and appreciation of first meeting with new Director

#### Town Updates

Ms. Rehor gave an update on a few general Town happenings.

#### Old Business

Board Role Reports – Board members provided updates as applicable.

January statistics were reviewed.

**MOTION 20250225-3:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt the revision to Appendix 4020.3 Fine and Fee Schedule as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250225-4:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to adopt the revision to Policy 4070 Confidentiality of Records and add the Appendix as presented.** 5 Ayes 0 Nays MOTION CARRIED

**New Business**

**MOTION 20250225-5:** A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to approve the extension of the 2020-24 Strategic Plan through 2025.** 5 Ayes 0 Nays MOTION CARRIED

The non-timeliness of Lattimore Physical Therapy’s billing process was discussed – no action at this time.

Policy 4004: Gifts and Bequests to the Library was discussed.

**MOTION 20250225-6:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the DLD Annual Report for 2024 as presented.** 5 Ayes 0 Nays MOTION CARRIED

Top three priorities for the Library were determined to be:

- 1. Hire Programming Clerk
- 2. Construction
- 3. Strategic Plan

**Appointments/Resignations**

**MOTION 20250225-7:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the Programming Clerk job description with one change under “Minimum Requirements: Experience” as discussed.** 5 Ayes 0 Nays MOTION CARRIED

**Executive Session**

**MOTION 20250225-8:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 7:02pm 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

7:02pm – Ms. Pierce left

7:27pm reconvene

**Adjournment**

**MOTION 20250225-9:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss **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