

## Ontario Public Library

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

March 18, 2025

Approved 4/15/25

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, March 18, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:00pm.

**Present:** Sean Arliss, Lauren Frank, Gail, Kirchgessner, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce

Absent: Anne Jurgens (excused)

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

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

**MOTION 20250318-1:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the agenda with the addition of:**

- **X. New Business b.5 Policy 4004 Gifts and Bequests to the Library**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### **Approval of Minutes**

**MOTION 20250318-2:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the February 25, 2025 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### **Public Comment**

None

#### **Trustee Comments**

General comments were received.

#### **Town Updates**

Ms. Rehor relayed the news of Liz Albright's forthcoming retirement as Town Historian.

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

**MOTION 20250318-3:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the Director's report as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

## Financial Reports

**MOTION 20250318-4:** A motion was made by Ms. Lee, seconded by Mr. Arliss **to approve the January 2025 Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250318-5:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the January 2025 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250318-6:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss **to approve the February 2025 Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250318-7:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the February 2025 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250318-8:** A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve payment of the five warrants in the amount totaling: \$42,977.68.**

- 2025-01            \$15,960.11
- 2025-01-2        \$1,996.26
- 2025-02           \$10,646.18
- 2025-02-2        \$2,760.61
- 2025-03           \$11,614.52

4 Ayes 0 Nays 1 Absent MOTION CARRIED

## New Business

**MOTION 20250318-9:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to adopt the revision to Policy 2010 Salaries as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250318-10:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to adopt the revision to Policy 2065 Staff Development as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250318-11:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to adopt the revision to Policy 4004 Gifts and Bequests to the Library as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Future replacement of Linux public computers was discussed.

2026 Budgeting process – Ms. Rehor will attend the 4/4/25 Directors' Budgeting meeting

Audit frequency was touched on, it will be added to the agenda for the next meeting.

### **Unfinished Business**

Board Role Reports – Board members provided updates as applicable.

Policies for review at the next meeting:

- 2060 Attendance and Leave
- 2075 Security of Employment ALA Statement
- 2098 Use of Volunteers
- 4010 Records Access Policy (FOIL)

### **Executive Session**

None

### **Adjournment**

**MOTION 20250318-12:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner **to adjourn** at 6:06pm.  
4 Ayes 0 Nays 1 Absent MOTION CARRIED

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

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