

## Ontario Public Library

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

May 20, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, May 20, 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, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce, Mike DeBadts

Absent: Gail Kirchgessner (excused)

Lauren Frank served as acting secretary.

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

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

**MOTION 20250520-1:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the agenda with the following revisions/additions:**

- **XIII. Next Board Meeting: Tuesday, ~~April 15~~ June 17, 2025 at 5:00pm**
- **XI. Unfinished Business a. Programming Clerk Hire Update - add "Action: Vote"**
- **Add XI.5 New Business a. Retain legal counsel for updated Town/OPL agreement**
- **IV. Approval of Minutes from meeting held ~~February 25, 2025~~ April 15, 2025**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### **Approval of Minutes**

**MOTION 20250520-2:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve the April 15, 2025 Board meeting minutes as presented.** 3 Ayes 0 Nays 1 Abstention (Lee) MOTION CARRIED

#### **Public Comment**

None

#### **Trustee Comments**

General comments were received.

#### **Audit Presentation**

Mike DeBadts of MMB presented auditing options available to the Library.

5:19pm – Mr. DeBadts left

### Director's Report

**MOTION 20250520-3:** 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 20250520-4:** A motion was made by Ms. Lee, seconded by Mr. Arliss **to approve the March 2025 Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250520-5:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the March 2025 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250520-6:** A motion was made by Ms. Lee, seconded by Ms. Jurgens **to approve the April 2025 Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250520-7:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the April 2025 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250520-8:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve payment of the four warrants in the amount totaling: \$25,206.40.**

- 2025-03-2            \$1,238.37
- 2025-04            \$10,468.22
- 2025-04-2          \$1,318.02
- 2025-05            \$12,181.79

4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Unfinished Business

**MOTION 20250520-9:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the hiring of the Programming Clerk as presented in the Director's memo with salary to be within the previously approved range.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 20250520-10:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the telecommunications update with NFP at a cost of up to \$10,000.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Board Role Reports – Board members provided updates as applicable.

### New Business

**MOTION 20250520-11:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve the retention of Stephanie Cole Adams as legal counsel for review of the forthcoming agreement between the Town of Ontario and Ontario Public Library at a cost of up to \$10,000.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Executive Session

**MOTION 20250520-12:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to enter into Executive Session at 6:28pm 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

6:28pm – Ms. Pierce left

8:36pm reconvene

### Adjournment

**MOTION 20250520-13:** A motion was made by Ms. Lee, seconded by Ms. Jurgens **to adjourn** at 8:37pm.  
4 Ayes 0 Nays 1 Absent MOTION CARRIED

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

Respectfully submitted by Acting Secretary, \_\_\_\_\_ on \_\_\_\_\_  
Lauren Frank date