

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

August 19, 2025

Approved 9/8/25

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, August 19, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

Present: Sean Arliss, Lauren Frank, Gail Kirchgessner, Anne Jurgens, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce, and a member of the public

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

Approval of the Agenda

MOTION 20250819-1: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the agenda with the following addition:**

- **8. Old Business A. Board Roles v. Insurance Update**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20250819-2: A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the July 14, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

The Town has a new Councilman, Dan Brake, and a new Assessor, Emily Kunz.

Board Role Reports

Board members provided updates as applicable.

Policies to Approve

MOTION 20250819-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 4002 Public Safety as amended.** 5 Ayes 0 Nays MOTION CARRIED

Policies to Approve (continued)

MOTION 20250819-4: A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to adopt Policy 4002.2 Enforcement of Public Safety & Library Suspension as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250819-5: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 4062 Annual Reports as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250819-6: A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to adopt Policy 4080 Community Room Use as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250819-7: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to table action on Policy 5050 Library Trustee & Public Relations.** 5 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 20250819-8: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the Assurances for 2026 Construction Aid.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250819-9: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the discontinuation of OPL's Hoopla subscription effective September 1, 2025.** 5 Ayes 0 Nays MOTION CARRIED

New Business

The 2026 Budget was presented and discussed.

MOTION 20250819-10: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve all necessary and allowable expenses up to \$2,500 for the attendance of OPL staff member(s) at the NYLA Annual Conference from November 6-8, 2025.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250819-11: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the 2026 operating calendar as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250819-12: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to accept the resignation of Jenna Holihan and the extension of employment of Molly Sutton – end date TBD.** 5 Ayes 0 Nays MOTION CARRIED

6:46pm – member of the public left

6:48pm – Ms. Goodenough & Ms. Pierce left

Executive Session

MOTION 20250819-13: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to enter into Executive Session at 6:51pm 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

7:42pm reconvene

Adjournment

MOTION 20250819-14: A motion was made by Ms. Lee, seconded by Ms. Jurgens **to adjourn** at 7:43pm.

5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, _____
Jill Pierce

on _____
date

Respectfully submitted by Secretary, _____
Gail Kirchgessner

on _____
date