

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

November 17, 2025

Approved 12/16/25

The regular meeting of the Board of Trustees was held at Ontario Public Library on Monday, November 17, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:31pm.

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

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

Approval of the Agenda

MOTION 20251117-1: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the agenda with the following changes:**

- **Add: 4. Minutes of meeting held October 29, 2025 - Action: Vote**
- **Add: 8. Director's Report & Statistics – Ms. Rehor has some verbal additions**
- **Remove: 11. New Business (all items)**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20251117-2: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the October 21, 2025 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Abstention (Arliss) MOTION CARRIED

MOTION 20251117-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the October 29, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Addressed in Director's Report.

Director's Report

MOTION 20251117-4: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the Director's report with changes as discussed.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20251117-5: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the September 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-6: A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to approve the September 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-7: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the October 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-8: A motion was made by Ms. Kirchgessner, seconded by M. Arliss, **to approve the October 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-9: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve payment of the four warrants in the amount totaling: \$41,396.68.**

- 2025-09-2 \$6,756.85
- 2025-10 \$21,288.69
- 2025-10-2 \$2,876.19
- 2025-11 \$10,474.95

5 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 20251117-10: A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to approve Whitney East as the contractor for the construction project.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-11: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to close the Library for construction after the close of business at 2:00pm on December 20, 2025.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-12: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to contract with Sheridan Brothers' Moving Company to move packed library contents and purchase boxes at a cost not to exceed \$5,000.** 5 Ayes 0 Nays MOTION CARRIED

Plans for construction preparation and possible operations during construction were discussed.

Board Role Reports

Board members provided updates as applicable.

Executive Session

MOTION 20251117-13: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to enter into Executive Session at 6:26pm 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

6:28pm – Ms. Rehor, Ms. Goodenough, Ms. Pierce & member of the public left

6:37pm reconvene

Adjournment

MOTION 20251117-14: A motion was made by Ms. Jurgens, seconded by Mr. Arliss **to adjourn** at 6:37pm.
5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, _____ on _____
Jill Pierce date

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date