

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

January 20, 2026

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, January 20, 2026. 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, Rachel Lee, Scott Rohnke, Anne Rehor, Michele Goodenough, Jill Pierce

The Ontario Public Library Mission Statement was read aloud by Mr. Rohnke.

Approval of the Agenda

MOTION 20260120-1: A motion was made by Mr. Rohnke, seconded by Mr. Arliss, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20260120-2: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the December 16, 2025 Board meeting minutes as presented.**
4 Ayes 0 Nays 1 Abstention (Rohnke) MOTION CARRIED

Elections of Trustee Officers

MOTION 20260120-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve Lauren Frank as Board President for 2026.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-4: A motion was made by Ms. Frank, seconded by Ms. Lee, **to approve Gail Kirchgessner as Board Vice President for 2026.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-5: A motion was made by Ms. Frank, seconded by Mr. Arliss, **to approve Rachel Lee as Board Secretary for 2026.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Ms. Rehor attended the department head meeting last week.

Director's Report

MOTION 20260120-6: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20260120-7: A motion was made by Ms. Lee, seconded by Mr. Arliss **to approve the November 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-8: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the November 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-9: A motion was made by Mr. Arliss, seconded by Mr. Rohnke **to approve the December 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-10: A motion was made by Ms. Kirchgessner, seconded by Mr. Rohnke, **to approve the December 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-11: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve payment of the four warrants in the amount totaling: \$68,455.54.**

- 2025-11-2 \$40,777.00
- 2025-12 \$18,938.67
- 2025-12-2 \$4,986.98
- 2025-12-3 \$3,752.89

5 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 20260120-12: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to adopt the Fixed Assets List as updated January 13, 2026.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-13: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt the Friends & Foundation of RPL 2025 Report.** 5 Ayes 0 Nays MOTION CARRIED

Conflict of Interest – Trustees signed annual statements

MOTION 20260120-14: A motion was made by Ms. Lee, seconded by Mr. Rohnke, **to approve the deaccession of the Samsung television formerly located in the teen area.** 5 Ayes 0 Nays MOTION CARRIED

Board Role Reports - Board members provided updates as applicable.

New Business (continued)

MOTION 20260120-15: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to amend the agenda with the following addition:**

- **11. New Business f1. Amend Policy 4068 Fund Balance and Assigned Reserves: Increase Capital Reserves not to Exceed \$300,000 Action: Vote**

5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-16: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to amend Policy 4068 Fund Balance and Assigned Reserves with an increase to Capital Reserves not to exceed \$300,000.**

5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-17: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the transfer of up to \$150,000 of Fund Balance to Capital Reserve Fund after February 1, 2026.** 5 Ayes 0 Nays MOTION CARRIED

Trustee Training requirements and opportunities were reviewed.

OWWL Library System cooperative costs and system funded resources to member libraries for fiscal year 2026 were discussed.

Executive Session

None

Adjournment

MOTION 20260120-18: A motion was made by Ms. Kirchgessner, seconded by Mr. Rohnke **to adjourn** at 6:36pm. 5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, _____
Jill Pierce

on _____
date

Respectfully submitted by Secretary, _____
Gail Kirchgessner

on _____
date