

**Ontario Public Library**

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

**November 13, 2018**

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, **November 13, 2018**. The meeting was presided over by President Michael Schoene who called the meeting to order at 6:30pm.

**Present:** Kristen Killion, Michael Schoene, Sandra Hylan, Michele Goodenough, Jill Pierce

**Trustees Absent:** Stephen LaLonde, Angela Lay (excused)

**Approval of the Agenda**

**MOTION 201811-1:** A motion was made by Ms. Killion, seconded by Mr. Seigel **to approve the agenda as presented.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**Approval of Minutes**

**MOTION 201811-2:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the September 18, 2018 Board Meeting minutes.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**Public Comment**

None

**Town Liaison's Report**

None (excused – Town Board meeting 11/13/18)

**Director's Report**

Ms. Hylan gave the Director's report.

**MOTION 201811-3:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the Director's Report.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**Financial Reports**

**MOTION 201811-4:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the September/October to date Budget as presented.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-5:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the September 2018 bank reconciliation as presented.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-6:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the October 2018 bank reconciliation as presented.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

### Financial Reports (continued)

**MOTION 201811-7:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the warrant:**

- 2018-09-2 \$1,373.52

3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-8:** A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the warrant:**

- 2018-10 \$7,431.09

3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-9:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the warrant:**

- 2018-10-2 \$874.50

3 Ayes 0 Nays 2 Absent MOTION CARRIED

### Old Business

**MOTION 201811-10:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the closing of the Library on Saturday, December 8, 2018 during the NFP, Inc. network upgrade.**

3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-11:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the recommended wage/salary increases effective beginning the first pay period of 2019 with the one change as discussed.**

3 Ayes 0 Nays 2 Absent MOTION CARRIED

### New Business

**MOTION 201811-12:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the 2019 operating calendar as discussed.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-13:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the revisions to Policy 2000: Purpose of the Personnel Policy as presented.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-14:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve Policy 2060: Vacation and Leave with revisions as presented and discussed.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-15:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve Policy 4008: Fixed Assets Capitalization with revisions as presented.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

**MOTION 201811-16:** A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the deaccession of the following obsolete IT equipment:**

- Dell Inspiron Laptop SN: 3851601842(warranty expired: 3/2015)
- Dell Inspiron Laptop SN: 6527183474 (warranty expired: 3/2015)

3 Ayes 0 Nays 2 Absent MOTION CARRIED

11/16/18

**New Business (continued)**

**MOTION 201811-17:** A motion was made by Ms. Killion, seconded by Mr. Seigel, **to accept the 2019 Trustee Officers as follows:**

- President: Michael Schoene
- Vice President: Angela Lay
- Secretary: Alan Seigel

7:51pm – Ms. Goodenough and Ms. Pierce left the meeting

**Executive Session**

**MOTION 201811-18:** A motion was made by Ms. Killion, seconded by Mr. Seigel, **to enter into Executive Session at 7:51pm for discussion regarding a personnel matter leading to the appointment, employment, promotion, discipline, dismissal or removal of a particular person.** 3 Ayes 0 Nays 2 Absent MOTION CARRIED

8:59pm – reconvene

**Adjournment**

**MOTION 201811-19:** A motion was made by Ms. Killion, seconded by Mr. Seigel **to adjourn** at 9:00pm.  
3 Ayes 0 Nays 2 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Alan Seigel, Secretary \_\_\_\_\_ Date \_\_\_\_\_