

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

March 19, 2019

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, March 19, 2019. The meeting was presided over by Vice President Angela Lay who called the meeting to order at 6:31pm.

Present: Sara Contestabile, Kristen Killion, Angela Lay, Alan Seigel, Sandra Hylan, Michele Goodenough, Jill Pierce

Trustee Absent: Michael Schoene (excused)

Approval of the Consent Agenda

MOTION 201903-1: A motion was made by Mr. Seigel, seconded by Ms. Killion **to approve the consent agenda as presented:**

- a. P2018 Personnel Appointments
- b. P2060 Attendance & Leave
- c. P4000 Schedule & Conditions of Operations
- d. P4000.1 Library Materials, Services & Programs
- e. P4005 Collection Policy/Request for Reconsideration of Library Resources
- f. P4020 Lending Rules
- g. P4030 Fines & Charges
- h. P4070 Confidentiality of Library Records/Law Enforcement Inquiry
- i. P5020 RESCIND: Selected Laws Affecting Library Boards
- j. P5060 RESCIND: Trustees & Library Policy

4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-2: A motion was made by Mr. Seigel, seconded by Ms. Killion **to approve the adoption of the content of the consent agenda.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of the Agenda

MOTION 201903-3: A motion was made by Mr. Seigel, seconded by Ms. Killion **to approve the agenda with the following amendments:**

- add: IX. d. Payment of Warrant: 2019-03-2 \$837.13
- remove: "Action: Vote" from IX. e. Internal Audit Wager CPA: Update
- ~~remove: "Action: Vote" from~~ XI. c. Fund Balance Transfers; There is no call for any transfers.

4 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of Minutes

MOTION 201903-4: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the January 15, 2019 Board Meeting minutes.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Public Comment

None

Town Liaison's Report

None

Director's Report

Ms. Hysten gave the Director's report.

MOTION 201903-5: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the Director's Report.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

At least one Board member is to serve on the Communications Plan committee for the RRLC/Causeware Grant if awarded. A member has not yet been assigned to this committee.

Financial Reports

MOTION 201903-6: A motion was made by Ms. Killion, seconded by Ms. Contestabile, **to approve the January/February 2019 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-7: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the January 2019 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-8: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the February 2019 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-9: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-02 \$4,796.06

4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-10: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-02-2 \$839.06

4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-11: A motion was made by Ms. Killion, seconded by Ms. Contestabile, **to approve the warrant:**

- 2019-03 \$1,217.81

4 Ayes 0 Nays 1 Absent MOTION CARRIED

Financial Reports (continued)

MOTION 201903-12: A motion was made by Mr. Seigel, seconded by Ms. Killion, **to approve the warrant:**

- 2019-03-2 \$837.13

4 Ayes 0 Nays 1 Absent MOTION CARRIED

Old Business

MOTION 201903-13: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the 2018 NYSL Department of Library Development year end report as presented.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

New Business

MOTION 201903-14: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the deaccession of the following obsolete IT equipment:**

- service tag 95Z4702 Laptop10 x3/12/15 Pub146
- service tag 7FL4702 Laptop11 x3/12/15 Pub147

4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-15: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve Policy 2015 Staff Conduct with changes as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-16: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve Policy 2017 Employment as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-17: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve Policy 2068 Use of Equipment & IT by Staff as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-18: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve Policy 2090 Anti-Harassment with changes as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-19: A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve Policy 4000.2 Computer & Internet Use as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-20: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve Policy 4060 Policy Review as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 201903-21: A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve Policy 4068 Fund Balance as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Appointments/Resignations

MOTION 201903-22: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the appointment of Jill Pierce to part time clerk.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Appointments/Resignations (continued)

MOTION 201903-23: A motion was made by Ms. Killion, seconded by Mr. Seigel, **to approve the request to hire a high school page as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

8:40pm – Ms. Pierce left the meeting

Executive Session

MOTION 201903-24: A motion was made by Ms. Killion, seconded by Ms. Contestabile, **to enter into Executive Session at 8:40pm for discussion regarding employment of a particular person on matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

9:11pm - reconvene

Appointments/Resignations (continued)

MOTION 201903-25: A motion was made by Ms. Contestabile, seconded by Ms. Killion, **to approve the appointment of Sandra Tobin to full time clerk from part time clerk.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Adjournment

MOTION 201903-26: A motion was made by Ms. Killion, seconded by Ms. Contestabile **to adjourn** at 9:14pm. 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

Alan Seigel, Secretary _____ Date _____