

## Ontario Public Library

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

May 21, 2019

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, May 21, 2019. The meeting was presided over by President Michael Schoene who called the meeting to order at 6:40pm.

**Present:** Sara Contestabile, Angela Lay, Michael Schoene, Alan Seigel, Sandra Hysten, Michele Goodenough, Jill Pierce, two members of the public for part of the meeting (6:40pm-7:20pm)

**Absent:** Kristen Killion

#### Approval of the Agenda

**MOTION 201905-1:** A motion was made by Ms. Lay, seconded by Mr. Seigel **to approve the agenda with the following amendments:**

- add: VII. d. Payment of Warrant: 2019-05-2 \$1,269.06
- change: VII. d. Payment of Warrant: 2019-04-1 to 2019-04-2

4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### Approval of Minutes

**MOTION 201905-2:** A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the March 19, 2019 Board Meeting minutes.** 4 Ayes 0 Nays 1 Abstention 1 Absent MOTION CARRIED

#### Public Comment

None

#### Town Liaison's Report

None

#### Director's Report

Ms. Hysten gave the Director's report.

**MOTION 201905-3:** A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the Director's Report.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

#### Financial Reports

**MOTION 201905-4:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the March/April 2019 to date Budget as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Financial Reports (continued)

**MOTION 201905-5:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the March 2019 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-6:** A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the April 2019 bank reconciliation as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-7:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the warrant:**

- 2019-04 \$1,920.11

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-8:** A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to approve the warrant:**

- 2019-04-2 \$2,985.88

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-9:** A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the warrant:**

- 2019-05 \$2,303.03

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-10:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the warrant:**

- 2019-05-2 \$1,269.06

4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-11:** A motion was made by Mr. Seigel, seconded by Ms. Lay, **to approve the addition of Sara Contestabile as signatory for the Lyons National Bank Legal Reserve account and the Board of Trustees Ontario Public Library checking account at Lyons National Bank as the replacement for Stephen LaLonde.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

### Old Business

**MOTION 201905-12:** A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve Policy 1060 Customer Service with changes as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

7:20 pm - two members of the public left

Ms. Lay and Ms. Contestabile will take part in a subcommittee to develop a form for use in evaluating the Director's performance.

The decision was made that no action was needed for Policy 2070 Performance Evaluations.

**Old Business (continued)**

**MOTION 201905-13:** A motion was made by Mr. Seigel, seconded by Ms. Contestabile, **to adopt the ALA Policies that were affirmed:**

- 1. P. 4005.1 Bill of Rights (B.2.1)**
- 2. P. 4005.2 Freedom to Read (B.2.2)**
- 3. P. 4005.3 Freedom to View (B.2.3)**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

The Trustees will review the 2017 audit and decide if they want a meeting for further explanation.

**MOTION 201905-14:** A motion was made by Ms. Lay, seconded by Mr. Seigel, **to approve the Annual Report to the Community.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**MOTION 201905-15:** A motion was made by Ms. Lay, seconded by Ms. Contestabile, **to approve the NYS Comptroller/Annual Update Document.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**New Business**

**MOTION 201905-16:** A motion was made by Ms. Contestabile, seconded by Mr. Seigel, **to approve the Fixed Assets list as updated May 14, 2019.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

**Appointments/Resignations**

None

**Executive Session**

None

**Adjournment**

**MOTION 201905-17:** A motion was made by Ms. Lay, seconded by Mr. Seigel **to adjourn** at 8:24pm.  
4 Ayes 0 Nays 1 Absent MOTION CARRIED

Board minutes respectfully submitted by Jill Pierce, recording clerk

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