

## Ontario Public Library

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

July 14, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Monday, July 14, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:30pm.

**Present:** Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce

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

#### Approval of the Agenda

**MOTION 20250714-1:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to approve the agenda with the following additions:**

- **8. Director's Report and Statistics - add "Action: Vote"**

5 Ayes 0 Nays MOTION CARRIED

#### Approval of Minutes

**MOTION 20250714-2:** A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to approve the June 17, 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 20250714-3:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

## Financial Reports

**MOTION 20250714-4:** A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the May 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-5:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the May 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-6:** A motion was made by Ms. Kirchgessner, seconded by Ms. Lee **to approve the June 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-7:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the June 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-8:** A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve payment of the four warrants in the amount totaling: \$27,465.76.**

- 2025-05-2            \$2,189.42
- 2025-06             \$9,779.50
- 2025-06-2          \$3,675.33
- 2025-07             \$11,821.51

5 Ayes 0 Nays MOTION CARRIED

## Unfinished Business

Financing of the construction projects was discussed.

**MOTION 20250714-9:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the Construction Assurances.** 5 Ayes 0 Nays MOTION CARRIED

Motion to engage an insurance broker was tabled.

Board Role Reports – Board members provided updates as applicable.

## Policies to Approve

**MOTION 20250714-10:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4003 Disposition of Library Property as amended with changes as discussed.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-11:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4050 Sale of Items in the Library as amended.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-12:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4055 Posting of Material in the Library as amended.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250714-13:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to remove Policy 4056 Distribution of Public Service Materials.** 5 Ayes 0 Nays MOTION CARRIED

**Policies to Approve (continued)**

**MOTION 20250714-14:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to remove Policy 4057 Purpose of the Library Display Case.** 5 Ayes 0 Nays MOTION CARRIED

**New Business**

**MOTION 20250714-15:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt the following change to the Trustee Board meeting schedule:**

- **Tuesday, September 16<sup>th</sup> 5:00pm, new time: Monday, September 8<sup>th</sup> 4:30pm**

5 Ayes 0 Nays MOTION CARRIED

The November Trustee Board meeting will remain as scheduled for Monday, November 17<sup>th</sup> 4:30pm.

**Executive Session**

**MOTION 20250714-16:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 7:32pm 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

7:32pm – Ms. Goodenough & Ms. Pierce left

8:08pm reconvene

**Adjournment**

**MOTION 20250714-17:** A motion was made by Mr. Arliss, seconded by Ms. Lee **to adjourn** at 8:08pm.  
5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, \_\_\_\_\_  
Jill Pierce

on \_\_\_\_\_  
date

Respectfully submitted by Secretary, \_\_\_\_\_  
Gail Kirchgessner

on \_\_\_\_\_  
date