

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, August 15, 2024

4:30 PM

Board Present: M. Collins, President, N. Orbaker, Vice President , A. Prater, Secretary , K. Gray, Trustee

Library Staff Present: *(Non-voting)* Director: K. Iraci, Treasurer: J. Corteville

Absent/Excused: C. Atwater, Trustee, K. Gray

1. Call to order at: 4:31 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from Previous Meeting- TABLED- Lack of Quorum

MOTION TO APPROVE: RESOLUTION 2024-88

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024

_____ offered the following motion and seconded by:

“Motion to approve the Minutes of the July 17, 2024 meeting.”

_____ **YES**

_____ **NO**

_____ **Abstaining**

A. Audit and Approval of Bills, Payrolls and Compensated Time Off

MOTION TO APPROVE: RESOLUTION 2024-89

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15, 2024 _____A.

Prater_____ offered the following motion with the documentation of credit to the Williamson Public Library’s account of tax paid to Mark’s Pizzeria found during auditing process and seconded by: _____M. Collins_____

“Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2024 Abstract (8) Prior to Payment
Totaling:\$12,595.74

- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (8) (2024)
Totaling:\$23,012.14

Transfer of \$40,000 from CNB Operating to the Chase Operating Account. Transfer of 25,000 from the Chase Operating Account to the Payroll account to cover payroll and benefit expenditures for Payrolls #18 (2024) and Payroll #19 (2024) and transfer of \$8,000 to the Voucher account for September (2024) Abstract 9.

- a. Chase Bank and Canandaigua National Bank Statements for July 2024.
- b. Payroll Change reports payroll 16 and Payroll 17 (2024)
- c. Journal Change Entry report for July 17,2024-August 15, 2024
- d. July Collateralization Statement for Canandaigua National Bank and Trust
- e. Jumbo Municipal Certificate of Deposit Statements”

__3__ YES __0__ NO _____ Abstaining

B. Treasurer’s Report

MOTION TO APPROVE: RESOLUTION 2024-90

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 _____N.
Orbaker _____ offered the following and seconded by: ___M.
Collins _____

“Motion to approve the August 2024 Treasurer’s Report.”

__3__ YES __0__ NO _____ Abstaining

C. Director's Report

MOTION TO APPROVE: RESOLUTION 2024-91

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024

_____N. Orbaker_____ offered the following motion and seconded by: ____A. Prater_____

“Motion to approve the August 2024 Director’s Report.”

__3__ YES

____0__ NO

_____ Abstaining

4. OLD BUSINESS

A. Passero

B. Frontier

MOTION TO APPROVE: RESOLUTION 2024-92

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 _____A.

Prater_____ offered the following motion and seconded by: ____N. Orbaker_____

“Motion to approve the refund of one month of expenses from Frontier Communications reflecting Frontier’s ceasing of the library contract for VOIP services in April 2024 and the Library’s migration to the Nextiva Platform for VOIP phone services.”

__3__ YES

____0__ NO

_____ Abstaining

C.Willamson Chamber of Commerce

MOTION TO APPROVE: RESOLUTION 2024-93

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 ____A.
Prater_____ offered the following motion and seconded by: _____M.
Collins_____

“Motion to approve the void of check 1838 for \$35.00 approved and issued by the Williamson Public Library Board of Trustees on May 16, 2024 for 2024 Williamson Chamber Membership Dues and the payment credited back to the Library and the billing removed from the Library’s Quick Books software. The Chamber opted to retroactively provide one year of free membership to all prior Chamber members. The Chamber returned Library issued check 1838 and it was voided by the Williamson Public Library. The original voided check is to be filed with bank statements.”

__3__ YES __0__ NO _____ Abstaining

NEW BUSINESS

A. Patron Ban

MOTION TO APPROVE: RESOLUTION 2024-94

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 ____M.
Collins_____ offered the following motion and seconded by: __N.
Orbaker_____

“Motion to approve the official notification and banning of attached patron due to Code of Conduct violations for three months ending on November 8, 2024. The patron was offered the ability to appeal at the August 15, 2024 Board of Trustees meeting. The patron opted to not appear or contact the Board to appeal and the above is enacted.

__3__ YES __0__ NO _____ Abstaining

B.Patron Code of Conduct

MOTION TO APPROVE: RESOLUTION 2024-95

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 __N.
Orbaker_____ offered the following motion and seconded by:
____A. Prater_____

“Motion to approve updating the Library’s Patron Code of Conduct as attached to take effect on August 16th, 2024. The Code of Conduct will be updated to reflect these approved changes via updating the online public policy manual, the written policy manual, and via the print posting in the Computer and Copier area of the Library.”

3 YES 0 NO _____ Abstaining

c. Membership Renewals

MOTION TO APPROVE: RESOLUTION 2024-96

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 _____A. Prater_____ offered the following motion and seconded by: _____N. Orbaker_____

“Motion to approve the attached renewals of national memberships for the Library via the Library Director for 9/2024-9/2025 not to exceed \$260.00. All correspondence, discounts for continuing education, and publications related to the above memberships will be received via the Library’s address as the official address for the membership.”

3 YES 0 NO _____ Abstaining

d. PLA Digital Navigator Grant

MOTION TO APPROVE: RESOLUTION 2024-97

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 _____M. Collins_____ offered the following motion and seconded by: _____N. Orbaker_____

“Motion to approve applying for a Digital Navigator grant via the Public Library Association/AT&T for 2024. The Library received a Digital

Literacy grant via the above funding source in 2023, although this does not prohibit submitting an application, it may impact ranking and receipt of a second round of grant funding via this initiative. If funded the grant would underwrite the cost of Digital Navigator services, advertising of classes, and incentives for the public to attend digital trainings.”

 3 YES 0 NO _____ Abstaining

e. Great Library Give Back 2024

MOTION TO APPROVE: RESOLUTION 2024-98

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 N.

Orbaker _____ offered the following motion and seconded by:

 A. Prater _____

“Motion to approve participating in the 2024 Great Library Give Back as part of OWWL Library System. This year the System wide collection focus is for diapers and diapering supplies for families in need. The supplies collected will have a portion reserved for patrons in need at the Library and any excess distributed to a Board designated Wayne County non-profit serving families with children in need. The collection will take place September 23-October 19, 2024.”

 3 YES 0 NO _____ Abstaining

f. 2025 Library Holidays

MOTION TO APPROVE: RESOLUTION 2024-99

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15,2024 M.

Collins _____ offered the following motion and seconded by:

 N. Orbaker _____

“Motion to approve the 2025 Holidays as presented.

3 YES

0 NO

Abstaining

g. Personnel Policy Review

6. ADJOURNMENT

MOTION TO APPROVE:

Adjournment

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on August 15, 2024 at 5:45pm

 M. Collins offered the following motion and seconded by N. Orbaker

3 YES

0 NO

Abstaining