# Williamson Public Library



#### 6380 Route 21, Suite 1 Williamson, NY 14589 LIBRARY BOARD OF TRUSTEES MEETING Thursday, January 19, 2023 3:30 PM

Present: President: M. Collins, N. Orbaker, Vice President A. Prater, Secretary, K. Gray, Trustee C. Atwater, Trustee, Director: K. Iraci,

Absent/Excused: Trustee: K. Gray, Treasurer: J. Corteville

- 1. Call to order at: 3:46 pm
- 2. Public Participation: none
- 3. Consent agenda-

## Approval of Minutes from Previous Meeting MOTION TO APPROVE: RESOLUTION 2023-1

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_M. Collins\_\_\_\_\_

# " Motion to accept the Minutes of the December 22, 2022 Board of Trustees Meeting."

\_\_\_\_3\_YES

\_\_\_\_NO

\_\_1\_ Abstain

# **MOTION TO APPROVE: RESOLUTION 2023-2**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_C. Atwater\_\_\_\_\_offered the following motion and seconded by: \_\_\_A. Prater\_\_\_\_\_

"Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2022 Abstract (12A) Totaling:\$927.13
- 2) Payment of Bills and Check Signing for 2023 Abstract (1) Prior to Payment Totaling:\$3,793.79
- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Payroll #1 (2023) Totaling:\$20,419.02

5) Transfer of \$50,000 from CNB Operating to Chase Operating. Transfer of \$25,000 from Chase Operating to the Chase Payroll account to cover payroll and benefit expenditures for Payrolls #3, and #4 and transfer of \$5,000 from the Operating account to the Voucher account to cover the warrant of bills on Abstract 2 (2023)

- 4) Chase Bank and Canandaigua National Bank Statements for December 2022
- 5) Payroll Change reports Payroll 1 and Payroll 2 (2023).
- 6) Journal Change Entry report for December 22, 2022- January 19, 2023.
- 7) December Collateralization Statement for Canandaigua National Bank and Trust "

_4	YES	0NO	Abstaining
----	-----	-----	------------

#### REPORTS TO THE BOARD: B. MOTION TO APPROVE: RESOLUTION 2023-3

At a meeting of the Board of	Trustees of the Williamson Public Library held at the
Williamson Public Library in	Williamson, New York on January 19, 2023A.
Prater	offered the following motion and seconded by:C.
Atwater	

"Motion to approve the January 2023 Treasurer's Report."

\_\_\_\_4\_YES

\_\_\_0\_\_NO

\_\_\_\_\_ Abstaining

## b. Director's Report MOTION TO APPROVE: RESOLUTION 2023-4

At a meeting of the Board	of Trustees of the Williamson Public Library held at the	
Williamson Public Library	in Williamson, New York on January 19, 2023	<u>N.</u>
Orbaker	offered the following motion and seconded by:	С.
Atwater		

"Motion to approve the January 2023 Director's Report."

4	_YES	0NO	Abstaining
---	------	-----	------------

#### 4. Old Business

#### A. Construction Grant Network Wiring

#### b. Phone System MOTION TO APPROVE: RESOLUTION 2023-22

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_A. Prater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_N. Orbaker\_\_\_\_\_\_

"Motion to accept the transition from Frontier to Ring Central as per the contract offer extended from Frontier."

\_\_4\_\_YES \_\_\_\_0\_\_NO \_\_\_\_Abstaining

# c. Trustee Bylaws and Training Requirement MOTION TO APPROVE: RESOLUTION 2023-5

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_\_A. Prater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_\_N. Orbaker

"Motion to approve adding policy 5070 Trustee Education Policy to the Williamson Public Library Board of Trustees Bylaws as per NYS legislation ."

\_4\_\_YES \_\_\_0\_\_NO \_\_\_Abstaining

#### 5. New Business

a. 2023 Review of Personnel and Financial Policies

January 19, 2023

# MOTION TO APPROVE: RESOLUTION 2023-6

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_N. Orbaker

"Motion to approve updating the following Williamson Public Library Personnel Handbook as follows: 1) Updating the handbook to change Children's Specialist or Teen Specialist to Youth Services Coordinator and replacing Pioneer Library System with OWWL Library System.

2) Updating section 3.16 to reference NY Civil Practice Law and Rules Section 4509 and the addition of the OWWL required System Access and Confidentiality policy and agreement for staff accessing OWWL services

3) Updating Library Holidays adding Juneteenth as an observed library holiday payable for FT staff scheduled.

4) Update 4.10 Health Benefits to reflect eligible employees may elect benefit enrollment on the first day of the month after 30 days employment i.e. if hired on November 7, an employee can fill out paperwork for enrollment on December 7, with coverage starting January 1.

5) 5.02 Emergency Evacuation policy to reflect after exiting the building employees should report to the Town Complex Entrance sign area or if unsafe to undisclosed area notifying supervisor when safe.

6) 5.05 Facility and Closing Safety to add closing employees should ensure all doors AND windows are securely locked

7) Update Receipt and Deposit of Funds to remove receipt of cash in delivery."

8) 7.07 Update Auditing of Bills to remove "two years" and add in "every 3 years or at the discretion of the board"

\_\_\_4\_YES \_\_\_\_0\_NO \_\_\_\_Abstaining

b. 2022 Closing of Financials

**MOTION TO APPROVE: RESOLUTION 2023-7** 

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_A. Prater\_\_\_\_\_

"Motion to approve as of December 31, 2022: 2022 revenue as \$471,188.09 and 2022 expenditures as \$416,490.48. As per the above: \$11,002 of the fund balance will be allocated in 2023 to the NYS Construction grant network rewiring project postponed from 2022 as part of building services. \$25,000 to the Capital Improvement Reserve for utility and security upgrades and \$18,695.61 to the general reserve to offset increases in minimum wage."

|--|

\_\_\_0\_\_\_NO

\_\_\_\_ Abstaining

c. 2023 Reserves

## **MOTION TO APPROVE: RESOLUTION 2023-8**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_N. Orbaker\_\_\_\_\_

"Motion to approve the restricted reserve to the January 1, 2023 level meeting the minimum requirement for investing in a certificate of deposit and investing up to\_\_\_\_\_100\_\_\_\_\_% of the capital reserve into certificates of deposit for up to \_30\_\_\_ days."

\_\_\_\_4\_\_YES

\_\_\_0\_\_\_NO

\_\_\_\_\_ Abstaining

# d. 2023 Budget Final MOTION TO APPROVE: RESOLUTION 2023-9

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_A. Prater\_\_\_\_\_

"Motion to approve the final budget for 2023 with review in June 2023."



\_\_\_0\_\_\_NO

\_\_\_\_\_ Abstaining

e. 2023 Auditing 2022 Financials and DLD and AUD Filing

# MOTION TO APPROVE: RESOLUTION 2023-10-TABLED

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 offered the following motion and seconded by:

"Motion to approve as per the financial policy an RFP for auditing of library financials by a qualified CPA or firm for 2022 as part of a two-year cycle."

YES	NO	Abstaining
Williamson Public Library in	f Trustees of the Williamson Puble Williamson, New York on Janua offered the following motion and	ry 19, 2023A.
	lorgan Chase and Canandaigua N 2023 for the Williamson Public I	
3_YES	NO	1_ Abstaining
Williamson Public Library in Atwater Orbaker	ESOLUTION 2023-12 of Trustees of the Williamson Puble of Williamson, New York on Janua offered the following motion and mes of Wayne County as the 2023	ry 19, 2023C. I seconded by:N.

# h. 2023 Petty Cash Amount

\_\_\_4\_\_\_YES

## **MOTION TO APPROVE: RESOLUTION 2023-13**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_A. Prater\_\_\_\_\_

\_\_\_0\_\_\_NO

\_\_\_\_\_ Abstaining

"Motion to approve the 2023 petty cash amount for the Williamson Public Library."

# I. 2023 Cash Up Amount **MOTION TO APPROVE: RESOLUTION 2023-14**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_\_C. offered the following motion and seconded by: Atwater N. Orbaker\_ \_\_\_\_\_

"Motion to approve the 2023 cash up amount for the Williamson Public Library."

4 YES

0 NO

\_\_\_\_ Abstaining

# J. 2023 Trustee and Key Staff Conflict of Interest

## **MOTION TO APPROVE: RESOLUTION 2023-15**

At a meeting of the Board of	Trustees of the Williamson Public Library held at the	
Williamson Public Library in V	Nilliamson, New York on January 19, 2023M.	
Collins	_ offered the following motion and seconded by:	_A.
Prater		

"Motion to approve the receipt of 2023 conflict of interest forms from the following

**Kimberly Iraci, Director** Kate Karnisky, Youth Services

Kristen Johnson, Library Clerk (purchasing) **Michael Collins, Board President** Nancy Orbaker, Vice President

Amy Prater, Secretary

**Caleb Atwater, Trustee** 

4 YES

**0** NO

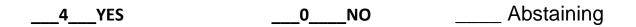
Abstaining

# K. 2023 Mileage Reimbursement

# MOTION TO APPROVE: RESOLUTION 2023-16

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 \_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: N. Orbaker

"Motion to approve the 2023 mileage reimbursement rate to be 65.5 per mile (the IRS standard mileage reimbursement rate for 2023) for the Williamson Public Library."



### I. 2023 Allowable Pre Pays

## **MOTION TO APPROVE: RESOLUTION 2023-17**

At a meeting of the Board	of Trustees of the Williamson Public Library held a	at the
Williamson Public Library	in Williamson, New York on January 19, 2023	A.
Prater	offered the following motion and seconded by:	N.
Orbaker		

"Motion to approve the following allowable pre-pays for the Williamson Public Library for 2023:

Utilities, insurance, benefits, and payroll."

4	_YES	0_NO	Abstaining
---	------	------	------------

## m. 2023 Official Library Signers MOTION TO APPROVE: RESOLUTION 2023-18

At a meeting of the Board of	<sup>*</sup> Trustees of the Williamson Public Library held at	the
Williamson Public Library in	Williamson, New York on January 19, 2023	C.
Atwater	offered the following motion and seconded by:	A.
Prater		

"Motion to approve the official signers for the Williamson Public Library for 2023."

	4YES	0NO	Abstaining
--	------	-----	------------

n. PT Under 20 hours Vacation Approval exceeding policy

## **MOTION TO APPROVE: RESOLUTION 2023-19**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 C. Atwater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_A. Prater

"Motion to approve the attached 2023 unpaid vacation requests by Julie Mohanlall exceeding Library policy."

4YES	0NO	Abstaining

#### o. Library Security

#### **MOTION TO APPROVE: RESOLUTION 2023-20**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 19, 2023 C. Atwater\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_N. Orbaker

"Motion to approve seeking a quote from current security system provider to add additional monitoring."

\_\_4\_\_YES

\_\_0\_\_\_NO \_\_\_\_Abstaining

#### p. Rochester Library Foundation Grant Expenditure year end Certification

January 19, 2023

## MOTION TO APPROVE: RESOLUTION 2023-21

At a meeting of the Board of	f Trustees of the Williamson Public Library held at the	!
Williamson Public Library in	Williamson, New York on January 19, 2023C	` '.
Atwater	offered the following motion and seconded by:	Μ.
Collins		

"Motion to approve the year end certification of expenditures related to a grant from the "FFRPL" the Foundation for the Rochester Public Library as attached."

\_\_\_\_4\_\_\_YES

\_\_\_0\_\_\_NO

\_\_\_\_\_ Abstaining

## 6. 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 January 19, 2023 <u>C.</u> <u>Atwater</u> offered the following motion and seconded by <u>M. Collins</u>

"Motion to adjourn the meeting at 5:53 pm."

\_4\_YES \_\_\_0\_NO \_\_\_\_Abstaining