

# Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, January 18, 2024

4:30 PM

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

Absent/Excused: J. Corteville, Treasurer

1. Call to order at: 4:35 pm
2. Public Participation: none
3. Consent agenda-

## Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2024-6

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 18, 2024 \_\_\_\_A.

Prater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_M.

Collins\_\_\_\_\_

**“Motion to approve the Minutes of the December 21, 2024 meeting with the following corrections Kay Gray was absent from the meeting and Jamie Corteville was present.”**

\_\_5\_\_ YES

\_\_0\_\_ NO

\_\_\_\_\_ Abstaining

## Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2024-7

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 18, 2024 \_\_\_\_M.

Collins\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_N.

Orbaker\_\_\_\_\_

**“Motion to approve the Minutes of the January 4, 2024 meeting with the following corrections Motion 2024-03 was 4 yes and 0 no votes and 0 abstaining for the meeting and Caleb Atwater was absent.”**

**4 YES                      0 NO                      1 Abstaining**

**b. MOTION TO APPROVE: RESOLUTION 2024-8**

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 18, 2024      C. Atwater \_\_\_\_\_ offered the following motion and seconded by:      K. Gray \_\_\_\_\_

**“Motion to certify the Board auditing and approval of**

- 1) Payment of Bills and Check Signing for 2024 Abstract (1) Prior to Payment  
Totaling: \$2,754.35
  
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (1) (2024)  
Totaling: \$21,950.83
  
- 3) **Transfer of \$30,000 from CNB Operating to the Chase Operating Account. Transfer of \$25,000 from Chase Operating to the Payroll account to cover payroll and benefit expenditures for Payrolls #3 (2024) and Payroll #4 (2024) and transfer of an additional \$5,000 from the Operating account to the Voucher account for Abstract 2 (2024).**
  - a. **Chase Bank and Canandaigua National Bank Statements for December 2023.**
  - b. **Payroll Change reports payroll 24, Payroll 25, and Payroll 26 (2023)**
  - c. **Journal Change Entry report for December 21, 2023- January 18, 2024**
  - d. **December Collateralization Statement for Canandaigua National Bank and Trust**
  - e. **Jumbo Municipal Certificate of Deposit Statements”**

**5 YES                      0 NO                           Abstaining**

**MOTION TO APPROVE: RESOLUTION 2024-9**

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 18, 2024 \_\_\_\_N.

Orbaker\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_C.  
Atwater\_\_\_\_\_

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

  5   **YES**  0   **NO**  \_\_\_\_\_ **Abstaining**

4. OLD BUSINESS

- A. Tech Classes**
- B. Long Range Plan**
- C. Carpet Cleaning**

**MOTION TO APPROVE: RESOLUTION 2024-10**

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 18, 2024 \_\_\_\_N.

Orbaker\_\_\_\_\_ offered the following motion and seconded by:  
\_\_K. Gray\_\_\_\_\_

**“Motion to approve to approve contracting with Beyer Carpet for carpet cleaning services as per review of quotes. ”**

  4   **YES**  0   **NO**  1   **Abstaining**

- New Business**
- A. 2024 Review of Personnel and Financial Policies**

**MOTION TO APPROVE: RESOLUTION 2024-11**

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 18,2024 \_\_\_\_\_C.

Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_K.  
Gray\_\_\_\_\_

**“Motion to approve updating the Personnel Policy sections 4.24 Retirement Plans, 6.05 Data Breach, 6.06 COVID Leave, 7.02 Purchasing as attached.”**

  5   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

**B. Jumbo CDs Maturing on February 16**

**MOTION TO APPROVE: RESOLUTION 2024-12**

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 18,2024   C  .

Atwater \_\_\_\_\_ offered the following motion and seconded by:   N  .  
Orbaker \_\_\_\_\_

**“Motion to approve the Jumbo Municipal CDs maturing on February 16, 2024 to be renewed for   6   months at the highest rate.”**

  5   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

**C. 2024 Closing of Financials**

**MOTION TO APPROVE: RESOLUTION 2024-13**

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 18,2024   C  .

Atwater \_\_\_\_\_ offered the following motion and seconded by:   M  .  
Collins \_\_\_\_\_

**“Motion to approve** the Library's total revenue for 2023 as \$559,601.28 total expenditures as \$451,047.28 leaving a \$108,554 at the close 2023.

The \$108,554 is primarily due to the Scheyve Bequest (\$78,888.79) coupled with interest for 2023 driven by the Municipal Jumbo CDs and timing (\$12,479.40) and the timing of the last two weeks of December closing on December 31, 2023 and falling entirely on Payroll 1 in 2024.

**The Scheyve Bequest has been placed in restricted reserves and the remaining fund balance of \$29,665 to general reserve”**

  5   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

**D. Reserves**

**MOTION TO APPROVE: RESOLUTION 2024-14**

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 18,2024 \_\_\_\_A.

Prater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_K.  
Gray\_\_\_\_\_

**“Motion to approve the following Committee to review and make recommendations for Library reserves: M. Collins and C. Atwater.”**

  5   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

**E. Auditing 2024 and Financials and DLD & AUD Filing**

**F. 2024 Banks**

**MOTION TO APPROVE: RESOLUTION 2024-15**

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 18,2024 \_\_\_\_M.

Collins\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_A.  
Prater\_\_\_\_\_

**“Motion to approve Chase and Canandaigua National Bank and Trust as 2024 banks of record for the Williamson Public Library.”**

  4   YES                                        0   NO                                        1   Abstaining

**G.Official Newspapers**

**MOTION TO APPROVE: RESOLUTION 2024-16**

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 18,2024 \_\_\_\_C.

Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_K.  
Gray\_\_\_\_\_

**“Motion to approve the Times of Wayne County as the official newspaper of record for 2024 for the Williamson Public Library.”**

  5   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

## **H. Petty Cash Amount**

### **MOTION TO APPROVE: RESOLUTION 2024-17**

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 18, 2024 \_\_\_\_ N. Orbaker\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_ A. Prater\_\_\_\_\_

**“Motion to approve setting \$75.00 as the petty cash amount for the Williamson Public Library for 2024.”**

\_\_\_5\_\_\_ **YES**                                  \_\_\_0\_\_\_ **NO**                                  \_\_\_\_\_ **Abstaining**

## **i. 2024 Cash Up Amount**

### **MOTION TO APPROVE: RESOLUTION 2024-18**

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 18, 2024 \_\_\_\_\_ C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_ K. Gray\_\_\_\_\_

**“Motion to approve \$250.00 as the threshold for cash up or once a week for the Williamson Public Library for 2024.”**

\_\_\_5\_\_\_ **YES**                                  \_\_\_0\_\_\_ **NO**                                  \_\_\_\_\_ **Abstaining**

## **J. Trustee and Key Staff Conflict of Interest**

### **MOTION TO APPROVE: RESOLUTION 2024-19**

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 18, 2024 \_\_\_\_ C.

Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_A.  
Prater \_\_\_\_\_

**“Motion to approve receipt of the 2024 Conflict of Interest statements for Trustees and purchasing staff.”**

**\_\_ 5 \_\_ YES**                      **\_\_ 0 \_\_ NO**                      \_\_\_\_\_ Abstaining

### K. Mileage Reimbursement

**MOTION TO APPROVE: RESOLUTION 2024-20**

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 18,2024 \_\_\_\_C.

Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_N.  
Orbaker \_\_\_\_\_

**“Motion to approve the 2024 rate of reimbursement of mileage as the IRS rate of .67 per mile.”**

**\_\_ 5 \_\_ YES**                      **\_\_ 0 \_\_ NO**                      \_\_\_\_\_ Abstaining

### L. Allowable Pre Pays

**MOTION TO APPROVE: RESOLUTION 2024-21**

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 18,2024 \_\_\_\_A.

Prater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_M.  
Collins \_\_\_\_\_

“Motion to approve the following allowable pre-pays for the Williamson Public Library for 2024:

Utilities, insurance, benefits, and payroll.”

**\_\_ 5 \_\_ YES**                      **\_\_ 0 \_\_ NO**                      \_\_\_\_\_ Abstaining

### M. Official Signers 2024

**MOTION TO APPROVE: RESOLUTION 2024-22**

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 18,2024 \_\_\_\_C.  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_K.  
Gray\_\_\_\_\_

“Motion to approve the following as official signers for the Williamson Public Library.”

\_\_\_5\_\_\_ YES                                      \_\_\_0\_\_\_ NO                                      \_\_\_\_\_ Abstaining

**N. Cash Register**

**O. Solar Eclipse 4/8/24**

**P. 2024 2 hours of Required Trustee Training**

**MOTION TO APPROVE: RESOLUTION 2024-23**

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 18,2024 \_\_\_\_K.  
Gray\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_N.  
Orbaker\_\_\_\_\_

“Motion to extend the strategic plan to May 1, 2024 in order to complete community interview data”

\_\_\_5\_\_\_ YES                                      \_\_\_0\_\_\_ NO                                      \_\_\_\_\_ Abstaining

**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 December 21, 2023 at 5:50pm \_\_\_\_C.  
Atwater\_\_\_\_\_ offered the following motion and seconded by\_ K. Gray\_\_\_\_\_:

\_\_\_5\_\_\_ YES                                      \_\_\_0\_\_\_ NO                                      \_\_\_\_\_ Abstaining