

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, February 22, 2024

4:30 PM

Present: M. Collins, President, N.Orbaker, Vice President, C. Atwater, Director: K. Iraci, J. Corteville, Treasurer

Absent/Excused: A. Prater, Secretary, K. Gray, Trustee

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

A. Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2024-24

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 22, 2024 _____ Caleb Atwater _____ offered the following motion and seconded by: _____ Michael Collins _____

“Motion to approve the Minutes of the January 18, 2024 meeting.”

___3___ YES

___0___ NO

___0___ Abstaining

B. MOTION TO APPROVE: RESOLUTION 2024-25

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 22, 2024 _____ Caleb Atwater _____ offered the following motion and seconded by: _____ Michael Collins _____

“Motion to certify the Board auditing and approval of

1) Payment of Bills and Check Signing for 2024 Abstract (2) Prior to Payment
 Totaling:\$3,650.70

2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee
 Benefits and compensated time off for Abstract (2) (2024)
 Totaling:\$22,871.16

**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 #5 (2024) and Payroll #6 (2024) and transfer of an additional
 \$5,000 from the Operating account to the Voucher account for Abstract 3 (2024).**

- a. Chase Bank and Canandaigua National Bank Statements for January 2024.
- b. Payroll Change reports payroll 1, Payroll 2, and Payroll 3 (2024)
- c. Journal Change Entry report for January 18, 2024-February 22, 2024
- d. January Collateralization Statement for Canandaigua National Bank and Trust
- e. Jumbo Municipal Certificate of Deposit Statements”

 3 YES

 0 NO

 0 Abstaining

C.MOTION TO APPROVE: RESOLUTION 2024-26

At a meeting of the Board of Trustees of the Williamson Public Library held at the
 Williamson Public Library in Williamson, New York on February 22,2024 Nancy
 Orbaker offered the following motion and seconded by: Caleb
 Atwater

“Motion to approve the January and February Treasurer’s Report.”

 3 YES

 0 NO

 0 Abstaining

D. MOTION TO APPROVE: RESOLUTION 2024-27

At a meeting of the Board of Trustees of the Williamson Public Library held at the
 Williamson Public Library in Williamson, New York on February 22,2024 Nancy
 Orbaker offered the following motion and seconded by: Caleb
 Atwater

New Business

A. 2023 Annual Report DLD

MOTION TO APPROVE: RESOLUTION 2024-30

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 22, 2024 _____ Nancy Orbaker _____ offered the following motion and seconded by: _____ Michael Collins _____

“Motion to approve the submission of the attached 2023 Annual Report to OWWL Library System and the NYS Department of Education Division of Library Development.”

___3___ YES

___0___ NO

___0___ Abstaining

B. Reserves

MOTION TO APPROVE: RESOLUTION 2024-31

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 22, 2024 _____ Caleb Atwater _____ offered the following motion and seconded by: _____ Michael Collins _____

“Motion to approve based on closing financials for 2023 the following reserves Capital Reserve Fund, Assigned (formerly Restricted Reserve), and a General Fund for 2024. The new threshold for the Assigned formerly (Restricted Reserve) is \$111,559 with breakouts. Approval to move the Schyve bequest to the Capital Reserve Fund, once the CD matures on 4/16/2024. Monies not appropriated to the 2024 budget will remain in the general fund.”

___3___ YES

___0___ NO

___0___ Abstaining

C. Phone System

E. AUD FILING

MOTION TO APPROVE: RESOLUTION 2024-34

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 22, 2024 __Nancy Orbaker_____ offered the following motion and seconded by: _____Caleb Atwater_____

“Motion to approve submission of the attached Williamson Public Library draft Annual Financial Report for 2023 to the NYS Comptroller’s Office.”

__3__ YES __0__ NO __0__ 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 February 22, 2024 at 5:52 pm____ offered the following motion _Michael Collins_____and seconded by_Caleb Atwater_____

__3__ YES __0__ NO __0__ Abstaining