# Williamson Public Library



#### 6380 Route 21, Suite 1 Williamson, NY 14589 LIBRARY BOARD OF TRUSTEES MEETING Thursday, Febraury 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

"Motion to approve the February Director's Report."

3	_YES	0NO	_0	Abstaining

4. OLD BUSINESS

### A. Long Range Plan

### B. Solar Eclipse MOTION TO APPROVE: RESOLUTION 2024-28

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 \_\_\_\_\_Michael Collins\_\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Nancy Orbaker\_\_\_\_\_

"Motion to approve closing the Library on April 8, 2024 due to anticipated gridlock, travel difficulties, and impacted cell phone coverage due to the number of visitors to our region due to the solar eclipse and Wayne County being in the path of totality. Staff scheduled to work on 4/8/2024 will be paid as per the Library's emergency closing policy."

3YES	0NO	_0 Abstaining
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### C. Jumbo CDS MOTION TO APPROVE: RESOLUTION 2024-29

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 amend motion 2024-12 regarding renewal of the municipal jumbo CDs from 6 month terms to 3 month terms since the 3 month term had a higher percentage of yield at 5.23%. The six-month term offered was only renewable at 5.11%."

3	_YES	0NO	0_ Abstaining
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#### 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."

3YES	0NO	_0	_ Abstaining
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C. Phone System

### **Request For Community Room** MOTION TO APPROVE: RESOLUTION 2024-32

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 use of the Williamson Public Library on May 25, 2024, when the library is closed on Memorial Day Weekend, for a remembrance gathering for Betsy Morris, past Assistant Director and Systems Librarian for the Pioneer Library System (OWWL) and former RRLC Technology Librarian. Betsy was a long-time resident of Pultneyville, prior to her retirement to Maine. Ms. Morris made many contributions to the technology, training and support of OWWL Libraries and the Rochester Regional Library Council. The gathering will provide an opportunity for current and retired OWWL and RRLC Library colleagues, family, and friends to remember Betsy and her contributions to library services in the region."

\_3\_\_YES \_\_\_0\_\_NO \_\_\_0\_Abstaining

### D. Use of Meeting Rooms for Supervised Visitation MOTION TO APPROVE: RESOLUTION 2024-33

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 use of the Williamson Public Library meetings rooms by Wayne County for supervised visitation provided visitors follow library meeting room use rules and visitations scheduled vacate meeting rooms in time for the next scheduled program or use.

3YES	0NO	0 Abstaining
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## 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
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