

# Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, March 21, 2024

4:30 PM

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

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

Absent/Excused: None

1. Call to order at: 4:32 pm
2. Public Participation: none
3. Consent agenda-

## A. Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2024-38

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_N. Orbaker\_\_\_\_\_

**“Motion to approve the Minutes of the February 22, 2024 meeting.”**

\_\_\_3\_\_\_ YES                      \_\_\_0\_\_\_ NO                      \_\_\_2\_\_\_ Abstaining

## B. Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2024-39

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_\_A. Prater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve the Minutes of the Special Meeting on March 4, 2024.”**

3   YES

  0   NO

  2   Abstaining

**c. MOTION TO APPROVE: RESOLUTION 2024-40**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21, 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 (3) Prior to Payment  
Totaling:\$4421.67

2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee  
Benefits and compensated time off for Abstract (3) (2024)  
Totaling:\$22,353.71

**Transfer of \$25,000 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 #7 (2024) and Payroll #8 (2024) and transfer of an additional \$5,000 from the Operating account to the Voucher account for Abstract 4 (2024).**

a. Chase Bank and Canandaigua National Bank Statements for February 2024.

b. Payroll Change reports payroll 4, Payroll 5, and Payroll 6 (2024)

c. Journal Change Entry report for February 22, 2024-March 21, 2024

d. February Collateralization Statement for Canandaigua National Bank and Trust

e. Jumbo Municipal Certificate of Deposit Statements”

  5   YES

  0   NO

  0   Abstaining

**3A. MOTION TO APPROVE: RESOLUTION 2024-41**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21, 2024        C.

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

**“Motion to approve the March Treasurer’s Report.”**

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

**D. MOTION TO APPROVE: RESOLUTION 2024-42**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_K.

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

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

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

**4. OLD BUSINESS**

**A. Landscaping**

**MOTION TO APPROVE: RESOLUTION 2024-43**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_A.

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

**“Motion to approve the quote from \_\_Hawkes Landscaping\_\_\_\_ for 2024 library landscaping and maintenance.”**

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

**B. Policy Handbook**

**MOTION TO APPROVE: RESOLUTION 2024-44**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_N.  
Orbaker\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_K.  
Gray\_\_\_\_\_

**“Motion to approve the attached HR WORKS policy update recommendations for 2024 Employee Handbook.”**

  4   YES      1   NO      0   Abstaining

**C. Reserves**

**MOTION TO APPROVE: RESOLUTION 2024-45**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_\_C.  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_A.  
Prater\_\_\_\_\_

**“Motion to approve the establishment of a board retreat to discuss long range planning including priorities for capital improvements and projects. To set the assigned reserve to \$111,674.75.”**

  5   YES      0   NO      0   Abstaining

**D. Jumbo CDS**

**MOTION TO APPROVE: RESOLUTION 2024-46**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_\_C.  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_M.  
Collins\_\_\_\_\_

**“Motion to approve the renewal of the two JUMBO CDS maturing on April 16, 2024 at   3   months \_\_\_\_\_ term and transferring the Schyve Bequest from the assigned reserve cd to the capital reserve cd at renewal.”**

  5   YES      0   NO      0   Abstaining

**E. Phone System**

## F. Long Range Plan

### NEW BUSINESS

#### A. Incident Report

#### B. Annual Report to the Community

#### C. 2025 Tax Cap

##### MOTION TO APPROVE: RESOLUTION 2024-47

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21, 2024 \_\_\_\_\_ C.

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

Gray \_\_\_\_\_

**“Motion to approve: Whereas the adoption of the 2025 budget for the Williamson Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it resolved, that the Board of Trustees of the Williamson Public Library voted and approved NOT to exceed the tax levy limit for the 2025 Budget year by at least sixty percent of the board of trustees as required by state law on March 21, 2024.”**

##### Roll Call Vote:

Vote Order	Board Member	Yes, No, Abstain, Absent
1	Michael Collins	Yes
2	Nancy Orbaker	Yes
3	Amy Prater	Yes
4	Kathryn Gray	Yes
5	Caleb Atwater	Yes

**Total Approved: \_5\_ Total Denied: \_0\_ Total Abstaining: 0\_ Total Absent \_0**

**D.2025 Draft Budget**

**MOTION TO APPROVE: RESOLUTION 2022-48**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21, 2024 \_\_C. Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_M. Collins\_\_\_\_\_

“Whereas, the adoption of the budget for the Williamson Public Library does NOT require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law now therefore be it

Resolved, that the Board of Trustees of the Williamson Public Library voted NOT to exceed the tax levy limit for 2025 and the Williamson Central School District, Wayne County, New York, be authorized to levy taxes in the amount of \$438,096 for the annual support of the Williamson Public Library, Williamson, New York and pay over such monies to the trustees of the Williamson Public Library for library services by December 2024 for the benefit of residents of the School District for the 2025 fiscal year.”

Roll Call Vote:

<b>Vote Order</b>	<b>Board Member</b>	<b>Yes, No, Abstain, Absent</b>
1	Michael Collins	Yes
3	Nancy Orbaker	Yes
5	Amy Prater	Yes
4	Kathryn Gray	Yes
2	Caleb Atwater	Yes

**Total Approved: \_5\_ Total Denied: \_0\_ Total Abstaining: 0\_ Total Absent \_0\_**

**E.Rochester Library Foundation Grant Acceptance  
MOTION TO APPROVE: RESOLUTION 2024-49**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_\_C.  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_A.  
Prater\_\_\_\_\_

**“Motion to approve the acceptance of the 2024 Friends & Foundation of the Rochester Public Library grant attached.”**

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

**MOTION TO APPROVE: RESOLUTION 2024-50**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 21,2024 \_\_\_\_\_C.  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_K.  
Gray\_\_\_\_\_

**“Motion to approve the dispersal of the 2024 Friends & Foundation of the Rochester Public Library grant to the OWWL Library System to purchase additional grant eligible materials on behalf of the Williamson Public Library for eBooks and Audiobooks for the benefit of library patrons.”**

**\_\_\_5\_\_\_ 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 March 21, 2024 at \_C. Atwater\_\_\_\_\_  
\_\_\_\_\_ offered the following motion and seconded by\_\_\_K. Gray\_\_\_\_\_

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