

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, July 20, 2023

4:30 PM

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

Absent/Excused: Treasurer: J. Corteville, Director: K. Iraci,

1. Call to order at: 4:38pm
2. Public Participation: none
3. Consent agenda-

A. Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2023-87

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20, 2023 _____

_____K. Gray_____ offered the following motion and seconded by: _____N. Orbaker_____

“Motion to approve the Minutes of the June 15, 2023 meeting.”

_____5__ YES

_____0__ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-88

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 __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 2023 Abstract (7) Prior to Payment Totaling: \$16, 959.44

2.) Electronic and Pre-Payment of payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (7) 2023

Totaling: \$34,005.03

3.) Transfer of \$40,000 from CNB Operating to the Chase Operating Account. Transfer of \$25,000 from Chase Operating Account to Payroll account to cover payroll and benefit expenditures for Payrolls #16 and #17 and transfer of an additional \$10,000 from the Operating account to the Voucher account to cover the warrant of bills on Abstract 7 (2023) and transfer of \$8,000 to the Voucher account to cover the warrant of bills on Abstract 8 (2023).

a. Chase Bank and Canandaigua National Bank Systems for June 2023

b. Payroll Change reports payroll 13 and Payroll 14 and payroll15 (2023)

c. Journal Change Entry report for June 15, 2023 – July 20, 2023

d. June Collateralization Statement for Canandaigua National Bank and Trust

e. Jumbo Municipal Certificate of Deposit June Statements”

___5___ YES

___0___ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-89-

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 K. Gray offered the following motion and seconded by M. Collins

“Motion to approve the July 2023 Treasure’s Report”

___5__ YES

___0__ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-90-

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 __N. Orbaker____ offered the following motion and seconded by: _____K. Gray_____

“Motion to approve the July 2023 Director’s Report”

___5__ YES

___0__ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-91

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 _____A. Prater_____ offered the following motion and seconded by: _____C. Atwater_____

“Motion to approve the acceptance of a Public Library Association/AT&T Digital Literacy grant for \$6,000 to provide digital literacy classes using AT&T Digital Literacy Curriculum and instruction modules to be completed by December 2023 with a minimum of 36 participants”

___5__ YES

___0__ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-92-

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 _C. Atwater____
_____ offered the following motion and seconded by: _____ N,
Orbaker_____

“Motion to approve the acceptance and submission of claims paperwork for the Williamson Public Library as a beneficiary of an annuity bequest held by Nationwide.”

____5__ YES ____0__ NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-93

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 __C. Atwater____
_____ offered the following motion and seconded by: _____ A.
Prater_____

“Motion to approve the filing of short-term disability claims paperwork for employee on unpaid leave and to approve unpaid leave for employee exceeding the personnel policy.”

____5__ YES ____0__ NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-94-

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 __C. Atwater____
_____ offered the following motion and seconded by: _____ M.
Collins_____

“Motion to approve the posting and hiring a temporary PT cleaner due to short term disability leave if employee leave exceeds four weeks.”

___5___ YES

___0___ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-95 -Passero Architects

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 ___K.

Gray_____ offered the following motion and seconded by: _____M.

Collins_____

“Motion to approve for continued professional services work with Passero Architects as per attached quote for next phase of improvements for 2023 NYS Library Construction grant.”

___5___ YES

___0___ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-96

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 ___M.

Collins_____ offered the following motion and seconded by: _K.

Gray_____

“Motion to approve participating in the OWWL Library system Great Give Back on Saturday, October 21, 2023. This year OWWL will be collecting personal care items. For 2023, the OWWL Library System will once again coordinate a system-wide Great Give Back service project hardship collecting personal care items to support community members experiencing poverty, financial hardship, and/or homelessness. Each library should choose the organization or location for these collected items based on their library community, such as local food distribution sites, little free pantries, community closets, schools/educational groups, ect.

All personal care items collected should be new and can include the following:

Socks

Gloves

Tissues

Toothbrushes/Toothpaste

Menstrual products
Diapers
Travel-sized First Aid Kits
Hand Warmers
Wet wipes
Shampoo and Conditioner
Sunscreen
Nail clippers
Deodorant
Razors and Shaving Cream

The OWWL Libraries Great Give Back will kick off on Saturday, October 21, and conclude on Saturday, November 4, 2022”

 0 YES 5 NO Abstaining

MOTION TO APPROVE: RESOLUTION 2023-97-

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 N.
Orbaker offered the following motion and seconded by: A
.Prater

“Motion to approve ALA/PLA Membership renewal due in September 2023 as attached”

 4 YES 1 NO Abstaining

MOTION TO APPROVE: RESOLUTION 2023-98 Clerk/cleaner job description

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 20,2023 C.
Atwater offered the following motion and seconded by: A.
Prater

“Motion to approve the job description for Part-time library clerk/cleaner as attached.”

___4___ YES

___1___ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-99 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 July 20, 2023 _____ C.

Atwater _____ offered the following motion and seconded by: _____ K.

Gray _____

___5___ YES

___0___ NO

_____ Abstaining