

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, February 17, 2022

4:30 PM

Present: N. Orbaker, Vice President, A. Prater, Secretary, K. Gray, Trustee C. Atwater, Trustee, Treasurer: J. Corteville , Director: K. Iraci,

Absent/Excused: M. Collins, President

1. Call to order at: 4:30 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2022-18

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 17, 2022 ____C. Atwater _____ offered the following motion and seconded by: ____K. Gray_____

“ Motion to accept the Minutes of the January 20, 2022 Board of Trustees Meeting.”

__4__ YES

__0__ NO

____ Abstain

B. MOTION TO APPROVE: RESOLUTION 2022-19

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 17, 2022 ____A. Prater _____ offered the following motion and seconded by: ____K. Gray_____

“Audit and Approval of bills, bill payment, payrolls, compensated time off and payroll change and benefits:

Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2022 Abstract (3) Prior to Payment
Totaling: \$4615.62
- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Payrolls 3 and 4 for 2022
Totaling: \$23032.94

5) Transfer of \$25,000 from Chase Operating to the Chase Payroll account for payroll and benefit expenditures for Payrolls #5 and Payroll #6. Transfer of \$5,000 from the Operating Account to the voucher account to cover the warrant of bills on Abstract 3 (2022). Transfer of \$20,000 from the CNB Operating Account to the Chase Operating Account.

- a) Chase Bank and Canandaigua National Bank Statements for January 2022
- b) Payroll Change for Payrolls 3 and 4 (2022).
- c) Journal Change Entry report for January 20, 2022-February 17,2022.
- d) January Collateralization Statement for Canandaigua National Bank and Trust “

 4 YES 0 NO Abstaining

3. Reports to the Board

a. Treasurer’s Report

MOTION TO APPROVE: RESOLUTION 2022-20

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 20, 2022 _____A. Prater _____ offered the following motion and seconded by: _____C. Atwater _____

“To approve the January and February 2022 Treasurer’s Report.”

 4 YES 0 NO Abstaining

b. Director’s Report

MOTION TO APPROVE: RESOLUTION 2022-21

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 20, 2022 ____C. Atwater_____ offered the following motion and seconded by: ____K. Gray_____

“To approve the February 2022 Director’s Report.”

 4 YES 0 NO _____ Abstaining

4. Old Business

A. Workers Comp

b. Building

c. Remaining Conflict of Interest Forms

MOTION TO APPROVE: RESOLUTION 2022-22

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 17, 2022 ____A. Prater_____ offered the following motion and seconded by: ____N. Orbaker_____

“To approve the remaining key staff and Board Conflict of Interest forms for 2022 to be certified by the Secretary of the Board and entered into the Board Minutes. “

Jamie Corteville_____ 2/17/22_____

Caleb Atwater_____ 1/20/22_____

 4 YES 0 NO _____ Abstaining

d. Digital Equity Booth

5. New Business

a. 2021 DLD Annual Report

MOTION TO APPROVE: RESOLUTION 2022-23

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on February 17, 2022 ____K. Gray_____ offered the following motion and seconded by: ____A. Prater_____

“To approve the attached NYS Department of Education Department of Library Development 2021 Annual Report.”

__4__ YES __0__ NO _____ Abstaining

b. 2021 AUD Filing

MOTION TO APPROVE: RESOLUTION 2022-24

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 17, 2022 ____C. Atwater_____ offered the following motion and seconded by: ____K. Gray_____

“To approve the attached NYS Comptroller AUD 2021 Report Filing for the Williamson Public Library.”

__4__ YES __0__ NO _____ Abstaining

c. COVID 19, Masking Etc.

MOTION TO APPROVE: RESOLUTION 2022-25

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 17, 2022 ____C. Atwater_____ offered the following motion and seconded by: ____A. Prater_____

“To approve rescinding from the Williamson Public Library’s Hero Pandemic Response Plan, the Library’s Code of Conduct, and the Library’s Meeting Room policies the requirement of staff and patrons to wear a mask within the Library due to NYS and the Town of Williamson no longer mandating this requirement as of 2/10/2022. Patrons and Staff do have the option to continuing wearing masks if so

desired.”

 4 YES

 0 NO

 Abstaining

d. Grant

MOTION TO APPROVE: RESOLUTION 2022-26

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 17, 2022 K.

Gray offered the following motion and seconded by: C.

Atwater

“To approve accepting the attached acceptance letter for a Friends and Foundation of the Rochester Public Library grant.”

 4 YES

 0 NO

 Abstaining

e. Surplus Study Carrels

MOTION TO APPROVE: RESOLUTION 2022-27

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 17, 2022 K.

Gray offered the following motion and seconded by: C.

Atwater

“To approve listing the attached surplus study carrels to Auctions International for sale.”

 4 YES

 0 NO

 Abstaining

f. 2022 Cleaning Services

MOTION TO APPROVE: RESOLUTION 2022-28

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 17, 2022 C.

Atwater offered the following motion and seconded by: A.

Prater

“To approve placing an ad in the Times of Wayne County and posting within the Library and on social media the Library’s acceptance of bids for cleaning services for April 1, 2022 - March 31, 2023. Services bidding must show proof of Worker’s Compensation coverage and liability coverage before the Library will accept a contract and provide their own cleaning supplies and equipment. Bids will be received at the Library in person or via email by March 11, 2022 at 5 pm.”

__4__ YES

__0__ NO

_____ Abstaining

6. 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 17, 2022 C. Atwater offered the following motion and seconded by K. Gray

“Motion to adjourn the meeting 5:41 pm.”

4 YES

0 NO

_____ Abstaining