

Williamson Public Library



6380 Route 21, Suite 1
Williamson, NY 14589
LIBRARY BOARD OF TRUSTEES MEETING
Thursday, May 16, 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: N. Orbaker at 6:00pm

1. Call to order at: 4:31 pm
2. Public Participation: none
3. Consent agenda-

A. Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2024-57

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 _____C.

Atwater_____ offered the following motion and seconded by:

_____K. Gray_____

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

___5___ YES

0 NO

_____ Abstaining

B. Audit and Approval of Bills, Payrolls and Compensated Time Off

MOTION TO APPROVE: RESOLUTION 2024-58

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 _____A.

Prater_____ offered the following motion and seconded by:

___N.Orbaker_____

“Motion to certify the Board auditing and approval of

1) Payment of Bills and Check Signing for 2024 Abstract (5) Prior to Payment
Totaling: \$14,077.16

2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee
Benefits and compensated time off for Abstract (5) (2024)
Totaling: \$22,471.30

Transfer of \$50,000 from CNB Operating to the Chase Operating Account. Transfer of \$37,500 from Chase Operating to the Payroll account to cover payroll and benefit expenditures for Payrolls #11 (2024) and Payroll #12 (2024) and Payroll#13 (2024) and transfer of an additional \$7,000 from the Operating account to the Voucher account for Abstract 6 (2024).

- a. Chase Bank and Canandaigua National Bank Statements for April 2024.
- b. Payroll Change reports payroll 9 and Payroll 10 (2024)
- c. Journal Change Entry report for April 18, 2024- May 16, 2024
- d. April Collateralization Statement for Canandaigua National Bank and Trust
- e. Jumbo Municipal Certificate of Deposit Statements”

 5 YES 0 NO _____ Abstaining

C. MOTION TO APPROVE: RESOLUTION 2024-59

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 _____A.
Prater_____ offered the following motion and seconded by: _____N.
Orbaker_____

“Motion to approve the May Treasurer’s Report meeting.”

 5 YES _____0_NO _____ Abstaining

D. MOTION TO APPROVE: RESOLUTION 2024-60

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 offered by _____N.
Orbaker_____ offered the following motion and seconded by: _____A.
Prater_____

“Motion to approve the May Director’s Report meeting.”

 5 YES

 0 NO

 Abstaining

4. OLD BUSINESS

A. Long Range Plan Capital Projects Priority and Timelines

MOTION TO APPROVE: RESOLUTION 2024-61

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 offered by

 K. Gray offered the following motion and seconded by:

 C. Atwater

“Motion to approve the Williamson Public Library’s Capital Projects priority and time lines in conjunction with Capital Reserve planning.”

 5 YES

 0 NO

 Abstaining

B. Long Range Plan 2024-2029

MOTION TO APPROVE: RESOLUTION 2024-62

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 offered by

 C. Atwater offered the following motion and seconded by:

 M. Collins

“Motion to approve the Williamson Public Library’s Long Range Plan covering 2024-2029.”

 5 YES

 0 NO

 Abstaining

2023 AFR

MOTION TO APPROVE: RESOLUTION 2024-63

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 ____K.
Gray____ offered the following motion and seconded by: ____M.
Collins_____

“Motion to approve the Williamson Public Library’s updated 2023 AFR and changes as per Comptroller review. No monetary changes were made only additions of the calculation of liability for compensated absences, the addition of a capital assets and depreciation schedule K, and a change of code for in time deposits from cash in time deposits to all as cash restricted reserves in time deposits.”

 5 YES 0 NO _____ Abstaining

NEW BUSINESS

A. Updated Inventory and Fixed Assets policy with highlighted changes

MOTION TO APPROVE: RESOLUTION 2024-64

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 ____A.
Prater____ offered the following motion and seconded by: ____C.
Atwater_____

“Motion to approve updating 7.11 Inventory/Fixed Assets policy with highlighted changes attached”

 5 YES 0 NO _____ Abstaining

B.2023 Report to the Community

MOTION TO APPROVE: RESOLUTION 2024-65

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 ____N.
Orbaker____ offered the following motion and seconded by: ____A.
Prater_____

“Motion to approve the Williamson Public Library’s 2023 Annual Report to the Community.”

 5 YES 0 NO _____ Abstain

C. Meeting Room Policy

MOTION TO APPROVE: RESOLUTION 2024-66

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 _____K.

Gray_____ offered the following motion and seconded by: _____C.
Atwater_____

“Motion to approve updating the Williamson Public Library’s Meeting Room Policy to add the following:

As an education corporation and charitable entity operating per NY’s Education Law and Not-for-Profit Corporation Law, the library cannot support campaign activity, including providing space for campaign events and outreach.

The library may, in its discretion, host or co-host non-partisan informational events and forums where all candidates are present for a debate or equal-access participation.

Groups using Library meeting rooms must include in all advertising and postings using the Library’s name or address: Authorization and use of the Williamson Public Library’s facilities for this meeting or event does not reflect an endorsement by the Library.

 5 YES

 0 NO

_____ Abstaining

Alliance Door Quote

MOTION TO APPROVE: RESOLUTION 2024-66

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 _____A.

Prater_____ offered the following motion and seconded by: _____K.
Gray_____

“Motion to approve the repair of main door closer, automatic operator and miscellaneous for \$ 1630.79 per invoice/estimate.

 4 YES

 0 NO

_____ Abstaining

F. NYS Construction Grant Intent to Apply 2024

MOTION TO APPROVE: RESOLUTION 2024-66

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 ____K.

Gray_____ offered the following motion and seconded by: ____A. Prater_____

“Motion to approve to apply for the 2024 NYS Construction Grant.”

___4___ YES ___0___ NO _____ Abstaining

G. STAFF PICNIC TABLE REPLACEMENT

MOTION TO APPROVE: RESOLUTION 2024-67

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on May 16, 2024 offered by

___M. Collins_____ offered the following motion and seconded by: ___K. Gray_____

“Motion to dispose of the old staff picnic table due to safety issues caused by deuteriation.”

___4___ YES ___0___ NO _____ 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 May 16, 2024 at _C. Atwater_____

_____ offered the following motion and seconded by ___A. Prater_____

___4___ YES ___0___ NO _____ Abstaining

