

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, June 15, 2023

4:30 PM

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

Absent/Excused: Treasurer: J. Corteville

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

A. Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2023-76

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15, 2023 _____N.

Orbaker_____ offered the following motion and seconded by:

_____C. Atwater_____

“Motion to approve the Minutes of the May 18, 2023 meeting.”

___5___ YES

___0___ NO

Abstaining

MOTION TO APPROVE: RESOLUTION 2023-77

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023 _____K.

Gray_____ offered the following motion and seconded by: _____C.

Atwater_____

“Motion to certify the Board auditing and approval of

1) Payment of Bills and Check Signing for 2023 Abstract (6) Prior to Payment
Totaling:\$7,928.11

2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee
Benefits and compensated time off for Abstract (6) (2023)
Totaling:\$20,787.41

5) Transfer of \$37,500 from Chase Operating to the Chase Payroll account to cover
payroll and benefit expenditures for Payrolls #13, #14 and #15 and transfer of
\$8,000 from the Operating account to the Voucher account to cover the warrant of
bills on Abstract 7 (2023).

3) Chase Bank and Canandaigua National Bank Statements for May 2023

4) Payroll Change reports Payroll 11 and Payroll 12 (2023).

5) Journal Change Entry report for May 18, 2023- June 15, 2023.

6) May Collateralization Statement for Canandaigua National Bank and Trust.

7) Jumbo Municipal Certificate of Deposit May Statements“

5 YES

0 NO

 Abstaining

REPORTS TO THE BOARD

MOTION TO APPROVE: RESOLUTION 2023-78

At a meeting of the Board of Trustees of the Williamson Public Library held at the
Williamson Public Library in Williamson, New York on June 15,2023 A.

Prater offered the following motion and seconded by: N.

Orbaker

“Motion to approve the June 2023 Treasurer’s Report.”

5 YES

0 NO

 Abstaining

b. Director’s Report

MOTION TO APPROVE: RESOLUTION 2023-79

At a meeting of the Board of Trustees of the Williamson Public Library held at the
Williamson Public Library in Williamson, New York on June 15,2023 K.

Gray _____ offered the following motion and seconded by: ___A.
Prater _____

“Motion to approve the June 2023 Director’s Report.”

___5___ YES ___0___ NO _____ Abstaining

4. Old Business

A. Friends

b. Bequest

c. Construction Grant 2023 Projects

MOTION TO APPROVE: RESOLUTION 2023-80- TABLED

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023

_____ offered the following motion and seconded by:

“Motion to approve contracting with Passero Architects for continuation on Library renovation and updating for the following library projects- Tabled

_____ YES _____ NO _____ Abstaining

d. Frontier to Ring Central Project

e. NYS Construction Grant Network Wiring Project

MOTION TO APPROVE: RESOLUTION 2023-81

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023 ____C.
 Atwater_____ offered the following motion and seconded by: ____K.
 Gray_____

“Motion to approve accepting the following quotes secured by OWWL Library System for the OWWL NYS Construction Grant Network Wiring Project by Lantech Communications and Spectrum for the Williamson Public Library. OWWL Library System as the grant recipient and reporting agent has indicated to the Library since this is a multi-library project led by the System, it is considered a Sole Source Purchase.”

5 YES 0 NO _____ Abstaining

f. RRLC Capacity Building Grant and Survey

g. System Access and Confidentiality of Library Records Policy Update

h. 2023 Budget Six Month Review and Line Allocations

MOTION TO APPROVE: RESOLUTION 2023-82

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023 ____C.
 Atwater_____ offered the following motion and seconded by: ____N.
 Orbaker_____

“Motion to approve moving \$4000 from the Janitorial Services line to Custodial Supplies and \$600 from the CPA Audit line to the Advertising/PR Line.”

5 YES 0 NO _____ Abstaining

5 YES 0 NO _____ Abstaining

i. Youth Services

MOTION TO APPROVE: RESOLUTION 2023-83

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023 ____C.

Atwater _____ offered the following motion and seconded by: _____ A.
Prater _____

“Motion to approve an increase in the hourly wage of Youth Services Coordinator effective payroll 13, covering hours worked June 5, 2023 and going forward as per six-month review. The Coordinator sat for a Wayne County Civil Service exam on May 13, 2023. The final rankings of the May 13, 2023 Civil Service exam will be released in the fall. The position remains a Probationary appointment and will remain probationary one-year post Wayne County Civil Service appointment as per Wayne County Civil Service guidelines. ”

 5 YES 0 NO _____ Abstaining

5. New Business

a. Public Library Association/AT&T Grant

MOTION TO APPROVE: RESOLUTION 2023-84

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15, 2023 _____ K.

Gray _____ offered the following motion and seconded by: _____ A.
Prater _____

“Motion to approve the submission for a \$6,000 Public Library Association/AT&T Grant application for three Digital Literacy/Technology Training classes utilizing the AT&T course module. The grant, if funded, would provide monies for a technology trainer, printing, advertising, and incentives to provide a minimum of three classes with 36 participants at the Library. ”

 5 YES 0 NO _____ Abstaining

b. Mandated Updates to Employee Handbook

MOTION TO APPROVE: RESOLUTION 2023-85

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023 _____N.
Orbaker _____ offered the following motion and seconded by: _____K.
Gray _____

“Motion to approve the attached mandatory updates to the Williamson Public Library Employee Handbook: Gender Inclusion, Sexual Harassment (NY), Harassment and Discrimination Prevention (NY), Violence in the Workplace, and Notice of Electronic Monitoring & Acknowledgment (NY). ”

___5___ YES ___0___ NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-86

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 15,2023 _____C.
Atwater _____ offered the following motion and seconded by: _____A.
Prater _____

“Motion to approve the unpaid leave of June 14, 15, and 21 and October 25 and October 26 for Kristen Johnson, which exceeds the personnel policy.”

___5___ 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 June 15, 2023 _____C.
Atwater _____ offered the following motion and seconded by _____K.
Gray _____

“Motion to adjourn the meeting at 5: 50 pm.”

___5___ YES ___0___ NO _____ Abstaining