

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, May 19, 2022

4:30 PM

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

Absent/Excused: A. Prater, Secretary, J. Corteville, Treasurer

1. Call to order at: 4:43 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2022-50

At a meeting of the Board of Trustees of the Williamson Public Library held
at the Williamson Public Library in Williamson, New York on May 19, 2022

_____ K, Gray _____ offered the following motion and
seconded by: ___ C. Atwater _____

“**Motion to approve** the minutes of the April 21, 2022 Board of Trustees
Meeting.”

3 YES _____ **NO** ___1___ Abstaining

MOTION TO APPROVE: RESOLUTION 2022-51

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 19, 2022

_____ K, Gray _____ offered the following motion and
seconded by: _____ M. Collins _____

“Motion to approve:

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 (5) Prior to Payment
Totaling: \$16299.22
- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Payrolls 9 and 10 for 2022
Totaling: \$22,933.96

5) Transfer of \$25,000 from Chase Operating to the Chase Payroll account for payroll and benefit expenditures for Payrolls #11 and Payroll #12. Transfer of \$20,000 from the Operating Account to the voucher account to cover the warrant of bills on Abstract 5 (2022). Transfer of \$50,000 from the CNB Operating Account to the Chase Operating Account.

- a) Chase Bank and Canandaigua National Bank Statements for April 2022
- b) Payroll Change for Payrolls 9 and 10 (2022).
- c) Journal Change Entry report for April 21-May 19,2022.
- d) April Collateralization Statement for Canandaigua National Bank and Trust “

4 YES 0 NO Abstaining

MOTION TO APPROVE: RESOLUTION 2022-52

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 19, 2022
_K. Gray_____ offered the following motion and seconded by: _M. Collins_____

“Motion to approve the transfer of \$5,866.00 from the 340 CNB Unrestricted General Reserve Fund to the Library’s 315 CNB Library Operating account for the Williamson Public Library’s Utility Line budget to cover unanticipated RGE utility charges and payment of bill.“

4
 YES 0 NO Abstaining

c. Treasurer’s Report

MOTION TO APPROVE: RESOLUTION 2021-53

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 19, 2022 _____ offered the following motion and seconded by: _____

TABLED-Treasurer is on vacation and will provide a combined report for the June meeting.

“Motion to approve the May 2022 Treasurer’s Report”

___YES _____NO _____ Abstaining

d. Director’s Report

MOTION TO APPROVE: RESOLUTION 2022-54

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 19, 2022 ___C. Atwater_____ offered the following motion and seconded by: _K.Gray_____

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

___4___YES _____0___NO _____ Abstaining

4. Old Business

A. PLS HR WORKS EMPLOYEE HANDBOOK

Recommendations by HR WORKS for Employee Handbook Changes tabled until full board is present to review and discuss at June Meeting.

- TABLED MOTION TO APPROVE: RESOLUTION 2022-55**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-56**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-57**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-58**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-59**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-60**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-61**
- TABLED MOTION TO APPROVE: RESOLUTION 2022-62**

b. LIBRARY LANDSCAPING

MOTION TO APPROVE: RESOLUTION 2022-63

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 19, 2022 _____ N. Orbaker_____ offered the following motion and seconded by: ___K. Gray_____

“Motion to approve the attached quote from Empire Tree, LLC to remove the willow tree and its stump that is encroaching on the roof and building.”

4

_____YES _____ 0_____NO _____ Abstaining

c. June 2022-May 2027 Board Term

MOTION TO APPROVE: RESOLUTION 2022-64

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 19, 2022 _____K. Gray_____ offered the following motion and seconded by: ___C. Atwater_____

“Motion to approve the nomination of

**Michael Collins
Williamson, NY 14589**

for a five-year term covering June 1, 2022 to May 31, 2027 on the Williamson Public Library Board of Trustees.”

__3__ YES _____NO _____1__ Abstaining

d. Friends Booksale

5. New Business

A. RGE Bill

b. Acceptance of Resignation of PT Library Clerk

MOTION TO APPROVE: RESOLUTION 2022-65

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 19, 2022 _____N. Orbaker_____ offered the following motion and

seconded by: ___K. Gray_____

“Motion to approve the acceptance of the attached letter of resignation of part-time library clerk Sonja Niles. The last day worked by the employee was May 13, 2022 with resignation effective May 16, 2022.”

___4___ YES ___ 0 ___ NO _____ Abstaining

c. Security System

D. Officers and Directors Coverage

MOTION TO APPROVE: RESOLUTION 2022-66

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 19, 2022 C. Atwater_____ offered the following motion and seconded by: N. Orbaker_____

“Motion to approve Mead and Maloy as the broker for the Williamson Public Library’s Officers and Directors coverage and bundling the coverage with the Library’s Utica policy for cost savings.”

___4___ YES ___ 0 ___ NO _____ Abstaining

E. PEST CONTROL

MOTION TO APPROVE: RESOLUTION 2022-67

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 19, 2022 ___C. Atwater_____ offered the following motion and seconded by: N. Orbaker_____

“Motion to approve the attached quote from Ehrlich Pest Management for six months of service to address pest control (mice and ants) at the Library.”

___4___ YES ___ 0 ___ NO _____ Abstaining

F. Frey Landscaping Invoice

MOTION TO APPROVE: RESOLUTION 2022-68

