

# Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, March 20, 2025

4:30 PM

**Board Present:** M. Collins, President, N. Orbaker, Vice President, K. Gray, Trustee, C Atwater, Trustee

**Library Staff Present:** *(Non-voting)* Director: K. Iraci, J. Corteville,- Treasurer

**Absent/Excused:**A. Prater, Secretary

**1. Call to order at: 4:22 pm**

**b. Public Participation: none**

**2. CONSENT AGENDA**

## **A. MOTION TO APPROVE: RESOLUTION 2025-34**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025 \_\_\_Caleb Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_Kay Gray\_\_\_\_\_

**“Motion to approve the Minutes of the February 13, 2025 Board of Trustees Meeting.”**

Correct date of past meeting adjournment from Jan 16 to Feb 13

\_\_\_4\_\_\_ YES

\_\_\_0\_\_\_ NO

\_\_\_0\_\_\_ Abstaining

**B. MOTION TO APPROVE: RESOLUTION 2025-35**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025 \_\_Caleb Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Nancy Orbaker\_\_\_\_\_

“Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2025 Abstract (3) Prior to Payment  
Totaling:\$16,114.24
  
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (3) (2025)  
Totaling:\$23,511.59

**Transfer of \$30,000 from CNB Operating to the Chase Operating Account. Transfer of \$25,000 from Chase Operating to the Payroll account to cover payroll and benefit expenditures for Payrolls #7 (2025) and Payroll #8 (2025) and transfer of an additional \$9,000 from the Operating account to the Voucher account for Abstract 3 (2025) and \$10,000 from Operating to Voucher for Abstract 4 (2025) .**

- a. Chase Bank and Canandaigua National Bank Statements for February 2025.
- b. Payroll Change reports payroll 5 (2024), Payroll 6 (2025)
- c. Journal Change Entry report for February 13,2025- March 20,2025
- d. February Collateralization Statement for Canandaigua National Bank and Trust
- e. Jumbo Municipal Certificate of Deposit Statements and Renewals”

  4   YES                        0   NO                        0   Abstaining

**C. Treasurer’s Report  
MOTION TO APPROVE: RESOLUTION 2025-36**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025 \_\_\_\_Kay

Gray\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Caleb  
Atwater\_\_\_\_\_

**“Motion to approve the March 2025 Treasurer’s Report.”**

**\_\_4\_\_ YES                      \_\_0\_\_ NO                      \_\_0\_\_ Abstaining**

**D. Director’s Report**

**MOTION TO APPROVE: RESOLUTION 2025-37**

At a meeting of the Board of Trustees of the Williamson Public Library held at the  
Williamson Public Library in Williamson, New York on March 20, 2025 \_\_\_\_\_Caleb  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Nancy  
Orbaker\_\_\_\_\_

**“Motion to approve the March 2025 Director’s Report.”**

**\_\_4\_\_ YES                      \_\_0\_\_ NO                      \_\_0\_\_ Abstaining**

**4. OLD BUSINESS**

**A. Allied Financial**

**MOTION TO APPROVE: RESOLUTION 2025-38**

At a meeting of the Board of Trustees of the Williamson Public Library held at the  
Williamson Public Library in Williamson, New York on March 20, 2025 \_\_\_\_\_Caleb  
Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Kay  
Gray\_\_\_\_\_

**“Motion to approve the draft 2024 Williamson Public Library audit report  
by Allied CPAs, PC.”**

4   YES                        0   NO                        0   Abstaining

B. Maturing CDs

**MOTION TO APPROVE: RESOLUTION 2025-39**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025    Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by:    Kay Gray \_\_\_\_\_

**“Motion to approve renewal of the Jumbo Municipals CDS maturing on April 8, 2025 for one, two or three months depending on the best rate available.”**

  4   YES                        0   NO                        0   Abstaining

C. Conflict of Interest

**MOTION TO APPROVE: RESOLUTION 2025-40**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025    Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by:    Kay Gray \_\_\_\_\_

**“Motion to approve the 2025 conflict of interest statements from Nancy Orbaker and Jamie Corteville.”**

  4   YES                        0   NO                        0   Abstaining

**5. NEW BUSINESS**

**A. Ron Kirsop Presentation**

**B. Incident Report/Policy**

**MOTION TO APPROVE: RESOLUTION 2025-41**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025 \_\_\_\_Nancy Orbaker\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_ Caleb Atwater\_\_\_\_\_

**“Motion to approve whereas the Williamson Central School District (“the District”) uses the Library as a place to arrange District-provided tutoring; and Whereas such formal use by the District is governed by the District’s policy on “Supervision of Students” ; and Whereas the Library wants to facilitate such use, but finds it must take positive steps to ensure such use is consistent with the overall operations and mission of the Library; Be IT RESOLVED that the Library President shall send the attached letter to the District requesting a Memorandum that provides for 1) notice of pre-arranged use, 2) regulated usage, and 3) a process for promptly addressing concerns.”**

**\_\_4\_\_ YES                      \_\_0\_\_ NO                      \_\_0\_\_ Abstaining**

**c. Annual Report to the Community**

**MOTION TO APPROVE: RESOLUTION 2025-42**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025 \_\_\_\_\_ Caleb Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Kay Gray\_\_\_\_\_

**“Motion to approve the 2024 Annual Report to the Community.”**

**4\_\_ YES                      \_\_0\_\_ NO                      \_\_0\_\_ Abstaining**

**d. 2026 Tax Cap**

**MOTION TO APPROVE: RESOLUTION 2025-43**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025 \_\_\_\_\_Caleb Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Kay Gray\_\_\_\_\_

“Motion to approve Whereas the adoption of the 2026 budget for the Williamson Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of the qualified board members; now therefore be it resolved, that the Board of Trustees of the Williamson Public Library voted and approved NOT to exceed the tax levy limit for the 2026 budget year by at least sixty percent of the Board of Trustees as required by State Law on March 20,2025.

<b>Board Members</b>	<b>Yes, No, Abstain</b>
<b>Present</b>	
Michael Collins	Yes
Nancy Orbaker	Yes
Kathryn Gray	Yes
Caleb Atwater	Yes

\_\_4\_\_ YES      \_\_0\_\_ NO      \_\_0\_\_ Abstaining

**e. 2026 Draft Budget**

**MOTION TO APPROVE: RESOLUTION 2025-44**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025 \_\_\_\_\_Caleb Atwater\_\_\_\_\_ offered the following motion and seconded

by: Kay Gray\_\_\_\_\_

“Motion to approve the adoption of the attached draft budget for 2026 for \$477,729 with the following expenditure breakouts:

<b>Expenditures</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Revenue</b>
Personnel	260135	Tax Levy Support	438096
Benefits	109602	NYS Library Service Aid	3139
Contracted Services	104492	Fines Fees	6309
Equipment	3500	Interest	12000
		Misc Refund	500
		Grants, Gifts and Donations	450
		Non-Profit Revenue	150
		Café Receipts	100
		Assigned Reserve	6000
		General Reserve	10232
		PILOT Funds	753
<b>Total Expenditures</b>	<b>477729</b>	<b>Total Revenue</b>	<b>477729</b>

<b>Board Members</b>	<b>Yes, No, Abstain</b>
<b>Present</b>	
Michael Collins	Yes
Nancy Orbaker	Yes
Kathryn Gray	Yes
Caleb Atwater	Yes

  4   YES        0   NO        0   Abstaining

**MOTION TO APPROVE: RESOLUTION 2025-45**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025 \_\_\_\_\_ Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by: Michael Collins

“Whereas, the adoption of the budget for the Williamson Public Library does NOT require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law now therefore be it Resolved, that the Board of Trustees of the Williamson Public Library voted NOT to exceed the tax levy limit for 2026 and the Williamson Central School District, Wayne County, New York, be authorized to levy taxes in the amount of \$438,096 for the annual support of the Williamson Public Library, Williamson, New York and pay over such monies to the trustees of the Williamson Public Library for library services by December 2025 for the benefit of residents of the School District for the 2026 fiscal year.”

Board Members	Yes, No, Abstain
<b>Present</b>	
Michael Collins	Yes
Nancy Orbaker	Yes
Kathryn Gray	Yes
Caleb Atwater	Yes

\_4\_ YES      \_0\_ NO      \_0\_ Abstaining

**f. Rochester Library Foundation Grant Acceptance**

**MOTION TO APPROVE: RESOLUTION 2025-46**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025 \_\_Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_Kay Gray\_\_\_\_\_



“Motion to approve accepting the Friends and Foundation of the Rochester Public Library 2025 FFRPL grant and its conditions.”

  4   YES        0   NO        0   Abstaining

**MOTION TO APPROVE: RESOLUTION 2025-47**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025    Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by: Nancy Orbaker

“Motion to approve allocating the FFRPL grant monies when received to the OWWL Library System for purchase of eligible digital library materials via the Overdrive platform for the Williamson Public Library.”

  4   YES        0   NO        0   Abstaining

**G. Hawkes Landscaping**

**MOTION TO APPROVE: RESOLUTION 2025-48**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025    Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by:    Kay Gray \_\_\_\_\_

“Motion to accept the following quote from Hawkes Landscaping Quote#3932

  4   YES        0   NO        0   Abstaining

**H. Square**

**MOTION TO APPROVE: RESOLUTION 2025-49**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025    Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by:    Nancy Orbaker \_\_\_\_\_

“Motion to accept Square Register’s new standard card processing rate of 2.6% +15 cents to take effect on March 27, 2025. The Board is opting to NOT pass a credit card surcharge onto patrons using credit cards for payment of library fines and fees.”

4  YES       0  NO       0  Abstaining

**I. Approval of a PT Employee’s Unpaid Leave exceeding Policy**

**MOTION TO APPROVE: RESOLUTION 2025-50**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025  Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by:  Nancy Orbaker \_\_\_\_\_

“Motion to approve part-time employee Julie Mohanlall’s leave exceeding library policy. The leave is unpaid.”

4  YES       0  NO       0  Abstaining

**J. Future Library Funding**

**MOTION TO APPROVE: RESOLUTION 2025-51**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20,2025 Kay Gray offered the following motion and seconded by: Caleb Atwater

“Motion to approve moving forward with adaption of a 414 in anticipation of the announced decision to explore merger/centralization of Williamson and Marion Central School Districts.”

4  YES       0  NO       0  Abstaining

**6. ADJOURNMENT**

**MOTION TO APPROVE: Adjournment at TIME: 6:45 PM**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on March 20, 2025  Caleb Atwater \_\_\_\_\_ offered the following motion and seconded by:  Kay Gray \_\_\_\_\_

4  YES       0  NO       0  Abstaining

