

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, February 13, 2025

4:30 PM

Board Present: M. Collins, President, A. Prater, Secretary, K. Gray, Trustee, C Atwater, Trustee

Library Staff Present: *(Non-voting)* Director: K. Iraci

Absent/Excused: N. Orbaker, Vice President, J. Corteville,- Treasurer

1. Call to order at: 4:38 pm

b. Public Participation: none

2. CONSENT AGENDA

A. Approval of Minutes

MOTION TO APPROVE: RESOLUTION 2025-23

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 13, 2025 ____A.

Prater_____ offered the following motion and seconded by: __C.

Atwater_____

“Motion to approve the Minutes of the January 16, 2025 Board of Trustees Meeting with the following corrections Resolution 2025-4 to reflect the Electronic and Pre-Payment Amounts were for Abstract 1 and Resolution 2025-22 to reflect 4 Yes votes, 0 No votes and 0 Abstaining. ”

__4__ YES

__0__ NO

_____ Abstaining

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

MOTION TO APPROVE: RESOLUTION 2025-24

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 13, 2025 __C.

Atwater_____ offered the following motion and seconded by: ____K.

Gray_____

“Motion to certify the Board auditing and approval of

1) Payment of Bills and Check Signing for 2025 Abstract (2) Prior to Payment
Totaling:\$4,390.72

2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee
Benefits and compensated time off for Abstract (2) (2025)
Totaling:\$23,522.75

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 #5 (2025) and Payroll #6 (2025) and transfer of an additional \$6,000 from the Operating account to the Voucher account for Abstract 3 (2025).

a. Chase Bank and Canandaigua National Bank Statements for January 2025.

b. Payroll Change reports payroll 3 (2024), Payroll 4 (2025)

c. Journal Change Entry report for January 16, 2025-February 13,2025

d. January Collateralization Statement for Canandaigua National Bank and Trust

e. Jumbo Municipal Certificate of Deposit Statements and Renewals”

___4___ YES

___0___ NO

_____ Abstaining

C.Treasurer's Report

MOTION TO APPROVE: RESOLUTION 2025-25- 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 February 13, 2025

_____ offered the following motion and seconded by:

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

_____ YES _____ NO _____ Abstaining

D. Director’s Report

MOTION TO APPROVE: RESOLUTION 2025-25

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 13, 2025 ___A.

Prater_____ offered the following motion and seconded by: ___K.

Gray_____

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

___ 4 ___ YES ___ 0 ___ NO _____ Abstaining

4. OLD BUSINESS

A. Allied Financial

B.DLD Annual Report

MOTION TO APPROVE: RESOLUTION 2025-27

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 13, 2025 ___C.

Atwater_____ offered the following motion and seconded by: ___K.

Gray_____

“Motion to approve and submit the DLD Annual Report for 2024.”

4 YES

 0 NO

 Abstaining

C. AFR Annual Report

MOTION TO APPROVE: RESOLUTION 2025-28

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 13, 2025 M. Collins offered the following motion and seconded by: A . Prater

“Motion to approve and submit the AFR Annual Report for 2024.”

 4 YES

 0 NO

 Abstaining

D. Directors and Officers

E. Trustee and Key Staff Conflicts of Interest- **TABLED**

MOTION TO APPROVE: RESOLUTION 2025-29

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 13, 2025 offered the following motion and seconded by:

“Motion to approve the receiving of Trustee and Key Staff Conflict of Interest statements from Nancy Orbaker, Board Vice President and Jamie Corteville, Treasurer.”

_____ YES

_____ NO

_____ Abstaining

5. NEW BUSINESS

A. Legal Firm of Record

MOTION TO APPROVE: RESOLUTION 2025-30

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 13, 2025 ___ C.

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

Gray _____

“Motion to approve the letter of engagement for Legal Services with the Law Office of Stephanie Adams, PLLC.”

___ 4 ___ YES

___ 0 ___ NO

_____ Abstaining

b. Request for Community Room

c. 2026 Library Budget

d. 2026 Tax Cap

e. 2025 Computer Replacement

MOTION TO APPROVE: RESOLUTION 2025-31

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 13, 2025 _____ A.

Prater _____ offered the following motion and seconded by: ___ K.

Gray _____

“Motion to approve the attached computer replacement purchases and software.”

4 YES

 0 NO

 Abstaining

f. VOIDED CHECK

MOTION TO APPROVE: RESOLUTION 2025-32

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 13, 2025 C. Atwater offered the following motion and seconded by: K. Gray

“Motion to approve the voiding of check 1979 due to printing error. The check will be marked voided and placed in the banking binder.”

 4 YES

 0 NO

 Abstaining

G. Bereavement Leave

MOTION TO APPROVE: RESOLUTION 2025-33

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 13, 2025 A. Prater offered the following motion and seconded by: M. Collins

“Motion to approve to modify our bereavement policy by including “step-grandparent” as a criteria.”

 4 YES

 0 NO

 Abstaining

6. ADJOURNMENT

MOTION TO APPROVE: Adjournment at TIME: 5:30 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 January 16, 2025 C.

Atwater _____ offered the following motion and seconded by:
____ K. Gray _____

4 YES

0_ NO

_____ Abstaining