

Williamson Public Library



6380 Route 21, Suite 1
Williamson, NY 14589
LIBRARY BOARD OF TRUSTEES MEETING
Thursday, July 17, 2025
4:30 PM

Board Present: M. Collins, President, N. Orbaker, Vice President K. Gray, Trustee, D. Luke, Trustee

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

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

1. Call to order at: 4:35pm

b. Public Participation: none

2. CONSENT AGENDA

A. MOTION TO APPROVE: RESOLUTION 2025-81

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

_____ Kay _____ offered the following motion and seconded by:
_____ Diane _____

“Motion to approve the Minutes of the June 19, 2025 Board of Trustees Meeting.”

___4___ YES

_____ NO

_____ Abstaining

A. MOTION TO APPROVE: RESOLUTION 2025-82

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

_____Kay_____ offered the following motion and seconded by:
__Nancy_____

""Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2025 Abstract (7) Prior to Payment
Totaling:\$ 60,686.43
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (6) (2025)
Totaling:\$22,952.21

Transfer of \$25,000 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 #16 (2025) and Payroll #17 (2025) and transfer of an additional \$4,000 from the Operating account to the Voucher account for Abstract 7 (2025). Transfer of \$10,000 to Voucher for Abstract 8 (2025)

- a. Chase Bank and Canandaigua National Bank Statements for June 2025.
- b. Payroll Change reports payroll 14 (2025) and Payroll 15 (2025)
- c. Journal Change Entry report for June 19,2025-July 17, 2025
- d. June Collateralization Statement for Canandaigua National Bank and Trust
- e. CNB July CD Rollovers and fund transfers

___4___YES _____NO _____ Abstaining

REPORTS TO THE BOARD

A. Treasurer's Report

MOTION TO APPROVE: RESOLUTION 2025-83

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

__Diane_____ offered the following motion and seconded by:
____Nancy_____

""Motion to approve the July 2025 Treasurer's Report."

___4___ YES

___0___ NO

___ Abstaining

B. Director's Report

MOTION TO APPROVE: RESOLUTION 2025-84

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

___ Nancy ___ offered the following motion and seconded by:

___ Diane ___

""Motion to approve the July 2025 Director's Report."

___4___ YES

___0___ NO

___ Abstaining

4. OLD BUSINESS

A. Maturing CDs July

B. Safety and Security Project

C. HOOPLA

MOTION TO APPROVE: RESOLUTION 2025-85 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 July 17, 2025

___ offered the following motion and seconded by:

""Motion to approve limiting Hoopla to

___ YES

___ NO

___ Abstaining

5. NEW BUSINESS

A. Fine Free Staff Benefit

2.) MOTION TO APPROVE: RESOLUTION 2025-86

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

_____Diane_____ offered the following motion and seconded by:
_____Kay_____

““Motion to approve adding fine free status as a benefit for current Williamson Public Library employees. The following policy will be added to the Williamson Public Library’s Personnel Policy under the heading of Library benefits. Employees on payroll at the Williamson Public Library will receive the status of fine free and only employees of the Williamson Public Library may be fine free and select the Williamson Public Library as their home library. This status will be revoked if a staff member does not practice good OWWL membership and fails to return any OWWL materials with holds, has materials exceeding the allowed number of renewals in OWWL, or has lost OWWL materials on their account. This benefit will cease when an employee voluntarily or involuntarily separates from employment from the Williamson Public Library. The Board authorizes the Director to review current fine free status with Williamson as the home library and remove any patrons with this status that are not current employees of the Williamson Public Library as of August 1, 2025.”

__4__ YES

__0__ NO

_____ Abstaining

B. Board By-Laws

MOTION TO APPROVE: RESOLUTION 2025-87

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

_____ Kay _____ offered the following motion and seconded by:
_____ Nany _____

““Motion to approve the recommended revisions to the Williamson Public Library Board By-laws as attached with the following change: oaths will be administered by the Williamson Town Clerk’s office and filed at this office. After taking the oath of office the Trustee will inform the Board at the next Board meeting including the date the oath was taken, the Board will then motion the oath was taken within 30 days of appointment with the date of the oath and its filing reflected in the minutes. In the terms of a mid-term appointment the same procedures will follow.”

___4___ YES ___0___ NO _____ Abstaining

B. MOTION TO APPROVE: RESOLUTION 2025-88

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

_____ Kay _____ offered the following motion and seconded by:
_____ Diane _____

““Motion to approve the recommended revisions to the Williamson Public Library Board Code of Ethics as attached.”

___4___ YES ___0___ NO _____ Abstaining

C. MOTION TO APPROVE: RESOLUTION 2025-89

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

_____ Diane _____ offered the following motion and seconded by:
_____ Nancy _____

““Motion to approve the recommended revisions to the Williamson Public Library Conflict of Interest Policy for Trustees, Officers, Employees and Volunteers as attached.”

 4 YES

 0 NO

 Abstaining

D. Continuing Education

E. ARSL/ALA Memberships

MOTION TO APPROVE: RESOLUTION 2025-90

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

 Kay offered the following motion and seconded by:

 Diane

““Motion to approve ARSL and ALA membership renewals for the Director.”

 4 YES

 0 NO

 Abstaining

F. Movie in the Park Chamber Collaboration

G. NYS Construction Grant Assurances

H. MOTION TO APPROVE: RESOLUTION 2025-91

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 17, 2025

 Nancy offered the following motion and seconded by:

 Diane

“Motion to approve the assurances and submitting of NYS Construction Project 0386-26-1730 for the following equipment, installation and labor at prevailing wage.

Components of this project are:

- **(1) 32 Channel NVR with 8TB of Memory**
- **(1) 24 Port PoE Switch**

- (3) 5.0 Megapixel cameras
- Vendor will tie in the Library's existing 14 cameras along with the three new cameras to the new NVR and setup same settings as on current NV
- All Wiring and Labor
- The Work is bid at prevailing wage”

 4 YES

 0 NO

 Abstaining

6. ADJOURNMENT

MOTION TO APPROVE: Adjournment at : 5:55 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 July 17, 2025

_____ offered the following motion and seconded by:

 4 YES

 0 NO

 Abstaining