

# Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, December 21, 2023

4:30 PM

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

Absent/Excused: K. Gray, Trustee

1. Call to order at: 5:08 pm
2. Public Participation: none
3. Consent agenda-

## Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2023-155

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_\_ C.

Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_N.

Orbaker \_\_\_\_\_

**“Motion to approve the Minutes of the November 16, 2023 meeting.”**

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

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

\_\_\_\_\_ Abstaining

### MOTION TO APPROVE: RESOLUTION 2023-156

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_C.

Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_M.

Collins \_\_\_\_\_

**“Motion to approve the Minutes of the December 4, 2023 meeting.”**

\_\_\_3\_\_\_ YES

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

\_\_\_1\_\_\_ Abstaining

**b. MOTION TO APPROVE: RESOLUTION 2023-157**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_A.  
Prater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_N.  
Orbaker\_\_\_\_\_

**“Motion to certify the Board auditing and approval of**

Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2023 Abstract (12) Prior to Payment  
Totaling:\$9,605.07
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (12) (2023)  
Totaling:\$32,330.37
- 3) **Transfer of \$40,876 from CNB Operating to Chase Operating Account, the transfer of \$25,000 from the Chase Operating Account to the Payroll account to cover payroll and benefit expenditures for Payrolls 1 (2024) and 2 (2024) and transfer of an additional \$10,000 from the Operating account to the Voucher account for Abstract 12A (2023) (if needed) and Abstract 1 (2024).**
  - a. Chase Bank and Canandaigua National Bank Systems for November 2023
  - b. Payroll Change reports payroll 24, payroll 25 and Payroll 26 (2023)
  - c. Journal Change Entry report for November 16, 2023 – December 21, 2023
  - d. November Collateralization Statement for Canandaigua National Bank and Trust
  - e. Jumbo Municipal Certificate of Deposit and 30 Day CD November Statements”

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

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

\_\_\_\_\_ Abstaining

**MOTION TO APPROVE: RESOLUTION 2023-158**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_A. Prater\_\_\_\_\_

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

  4   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

**MOTION TO APPROVE: RESOLUTION 2023-159**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_M. Collins\_\_\_\_\_

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

  4   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

4. OLD BUSINESS

**A. RFP AUDIT**

**B. Long Range Plan**

**C. 2024 Budget**

**MOTION TO APPROVE: RESOLUTION 2023-160**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve the finalized 2024 Budget as attached.”**

  4   YES                                        0   NO                                      \_\_\_\_\_ Abstaining

**D. Surplus Sale**

**MOTION TO APPROVE: RESOLUTION 2023-161**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023

\_\_\_\_\_ A. Prater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_ C. Atwater \_\_\_\_\_

**“Motion to approve the attached Surplus auction bid for the November Board approved Surplus sale conducted by Auctions International.”**

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

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

\_\_\_\_\_ Abstaining

**E. PLA/AT&T Training Grant**

**MOTION TO APPROVE: RESOLUTION 2023-162**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_\_ C.

Atwater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_\_ N. Orbaker \_\_\_\_\_

**“Motion to approve posting and hiring a part-time Technology Trainer and Support position scheduled 6 hours per month for the purpose of conducting monthly technology classes for the public and providing monthly one-on-one support hours to assist the public in using digital library services. This position will utilize the remaining 2023 AT&T and PLA Grant funds and will be part of the 2024 personnel budget.”**

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

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

\_\_\_\_\_ Abstaining

**New Business**

**A. Personnel Policy and Policy Updates**

**B. Board Workplace Harassment Training**

**MOTION TO APPROVE: RESOLUTION 2023-163**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on December 21, 2023 \_\_\_\_C.

Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_N.

Orbaker\_\_\_\_\_

**“Motion to approve the Williamson Public Library Board of Trustees received New York State Sexual Harassment Prevention Training, completed the attached form certifying training, and it has been entered into the Board minutes for 2023.”**

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

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

**\_\_\_\_\_ Abstaining**

**6. ADJOURNMENT**

**MOTION TO APPROVE:**

**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 December 21, 2023 \_\_\_\_C.

Atwater\_\_\_\_\_ offered the following motion and seconded by\_A. Prater\_\_\_\_\_:

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

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

**\_\_\_\_\_ Abstaining**