

Williamson Public Library



6380 Route 21, Suite 1
Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, September 19, 2024
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, Treasurer: J. Corteville

Absent/Excused: A. Prater, Secretary

1. Call to order at: 4:35 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from July 17, 2024

MOTION TO APPROVE: RESOLUTION 2024-100

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 C.Atwater offered the following motion and seconded by: K. Gray

“Motion to approve the Minutes of the July 1, 2024 meeting.”

_____ **3** **YES** _____ **0** **NO** _____ Abstaining

Approval of Minutes from August 15,2024 TABLED

MOTION TO APPROVE: RESOLUTION 2024-101

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

_____ offered the following motion and seconded by:

“Motion to approve the Minutes of the August 15, 2024 meeting.”

_____ **YES** _____ **NO** _____ Abstaining

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

MOTION TO APPROVE: RESOLUTION 2024-102

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19, 2024 _____K. Gray offered the following motion and seconded by: _C. Atwater

“Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2024 Abstract (9) Prior to Payment
Totaling:\$7,418.21

- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (9) (2024)
Totaling:\$22,769.22

Transfer of \$30,000 from CNB Operating to the Chase Operating Account. Transfer of 25,000 from the Chase Operating Account to the Payroll account to cover payroll and benefit expenditures for Payrolls #20 (2024) and Payroll #21 (2024) and transfer of \$8,000 to the Voucher account for October (2024) Abstract 10.

- a. Chase Bank and Canandaigua National Bank Statements for August 2024.
- b. Payroll Change reports payroll 18, payroll 19 and Payroll 19A (2024)
- c. Journal Change Entry report for August 15, 2024-September 15, 2024
- d. August Collateralization Statement for Canandaigua National Bank and Trust
- e. Jumbo Municipal Certificate of Deposit Statements”

__4__ YES

__0__ NO

_____ Abstaining

Treasurer’s Report

MOTION TO APPROVE: RESOLUTION 2024-103

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

_____N.Orbaker_____ offered the following and seconded by:
_____C.Atwater_____

“Motion to approve the September 2024 Treasurer’s Report.”

__4__ YES __0__ NO _____ Abstaining

B. Director’s Report

MOTION TO APPROVE: RESOLUTION 2024-104

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

_____N.Orbaker_____ offered the following motion and seconded by: __K.Gray_____

“Motion to approve the September 2024 Director’s Report.”

__4__ YES __0__ NO _____ Abstaining

4. OLD BUSINESS

A. Passero

B. Personnel Policy

C. 2025 Library Holidays

MOTION TO APPROVE: RESOLUTION 2024-105

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 C.Atwater offered the following motion and seconded by: K. Gray

“Motion to approve updating the Personnel Handbook to indicate the following as official holidays for the Williamson Public Library for 2025:

Staff receive holiday pay if scheduled to work on an official holiday and meet FT or PT20+ criteria	FT and PT Holidays	FT Only Holidays	FT Saturday Holidays (2 people)	Floater for FT
	New Years Day	Martin Luther King Jr. Day	Apple Blossom Weekend	Veteran’s Day
	Memorial Day	President’s Day	Memorial Day weekend	Juneteenth
	July 4th		Labor Day Weekend	
	Labor Day	Friday after Thanksgiving	Thanksgiving Weekend	
	Thanksgiving Day	Christmas Eve		
	Christmas Day	Day after Christmas		
		New Year’s Eve		

 4 YES

 0 NO

 Abstaining

New Business

A. Payroll 19 2024 and Payroll 19A 2024

MOTION TO APPROVE: RESOLUTION 2024-106

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 C. Atwater offered the following motion and seconded by:M. Collins

“Motion to approve Payroll 19A to cover hours Kate Karnisky omitted from Payroll 19 for time worked on September 5 (7.5 hours) and September 6 (5 hrs plus 2.5 vacation) for a total of 15 payable hours. Paychex deducted \$1.20 for NYS Disability and \$1.14 for NYS Paid Family Leave for a total \$2.34 on Payroll 19A, which should not have been deducted. A credit will made for \$2.34 on Payroll 20 to Kate Karnisky to correct this error.”

 4 YES 0 NO Abstaining

B.FOIL Policy

MOTION TO APPROVE: RESOLUTION 2024-107

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 C. Atwater offered the following motion and seconded by: N.Orbaker

“Motion to approve the Williamson Public Library Freedom of Information (FOIL) Policy and Procedures 6000.2 as attached.”

 4 YES 0 NO Abstaining

c. Tobacco and Substance Use Patron Policies

MOTION TO APPROVE: RESOLUTION 2024-108

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 C.Atwater offered the following motion and seconded by: M.Collins

“Motion to approve the updated Williamson Public Library Smoke Free Facility Policy 1001.55 as attached.”

“Motion to approve updates to the Williamson Public Library Policy Board Approved Daily Cash Procedures due to migration to a SQUARE register.”

 4 YES 0 NO _____ Abstaining

F. Personnel Substance Abuse Policy Updates

MOTION TO APPROVE: RESOLUTION 2024-112

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 C .
Atwater _____ offered the following motion and seconded by:
 K. Gray _____

“Motion to approve updates to the Williamson Public Library Alcohol and Drug Free Workplace Policy 5.01 as attached.”

 4 YES 0 NO _____
Abstaining

G. Civil Service Certification and Hours

MOTION TO APPROVE: RESOLUTION 2024-113

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024
 N.Orbaker _____ offered the following motion and seconded by:
 C. Atwater _____

“Motion to approve certifying from the Wayne County Civil Service Certification of Eligibles List with a one-year probationary period as per classification.”

 4 YES 0 NO _____ Abstaining

H. Minimum Wage and Pay Rates

I. 2025 Benefits

J. 2025 Payroll 1 (New Year's Day)

MOTION TO APPROVE: RESOLUTION 2024-114

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

 C.Atwater _____ offered the following motion and seconded by: M. Collins_____

“Motion to approve due to Payroll 1 (2025) falling on January 1, 2025, a bank holiday, Payroll 1 (2025) deposit to be made on December 31, 2024 with the Director as a pre-pay with 2025 salary for Payroll 1 divided by 27 pay periods as set by the Williamson Public Library Board of Trustees. Also note due to 2025 having 27 pay periods 2025 Benefit Allotments and Deductions for all employees will be divided over the 27 pay periods starting with Payroll 1 (2025).”

 4 YES 0 NO _____ Abstaining

K.OWWL Hosted Server

MOTION TO APPROVE: RESOLUTION 2024-115

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024 N.

Orbaker_____ offered the following motion and seconded by: C.Atwater_____

“Motion to approve in collaboration with OWWL Library System the migration of Williamson Public Library server files and data to a hosted server at OWWL Headquarters. OWWL IT Staff will facilitate the migration, map the hosted data, and set up access to drives with appropriate staff permissions, access, and unique password security. Once migration is complete staff will save data to drives designated for the Williamson Public Library on the hosted server and OWWL will maintain regular backups, server security and patches and on-going maintenance as per this pilot project.”

 4 YES 0 NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2024-116

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

___K.Gray_____ offered the following motion and seconded by: ___C. Atwater_____

“Motion to approve due to the migration Williamson Public Library server data to the OWWL System server and due OWWL server incompatibility to run the Williamson Public Library’s Traf Sys software the Williamson Public Library will contract with Traf Sys to migrate current its current data to a Traf Sys web management system and enter into an annual data hosting and reporting software contract with Traf Sys as attached.”

___4___ YES ___0___ NO _____ Abstaining

L. OWWL Computer Purchasing 2024

MOTION TO APPROVE: RESOLUTION 2024-117

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

___C.Atwater_____ offered the following motion and seconded by: _____N. Orbaker_____

“Motion to approve OWWL Computer Purchasing 2024 and in addition the purchase of 5 Microsoft Office Staff licenses. OWWL Library System aggregated purchases uses NYS Contract pricing and includes OWWL System staff imaging and installation of purchased computers.”

___4___ YES ___0___ NO _____ Abstaining

M. DVDs

N. Max Loans

MOTION TO APPROVE: RESOLUTION 2024-118

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19,2024

___C.Awater_____ offered the following motion and seconded by: ___K.Gray_____

“Motion to approve the following as the Williamson Public Library max loan policy of materials 100 on a patron’s card.”

___4___ YES ___0___ NO _____ Abstaining

4 YES 0 NO _____ Abstaining

S. Payroll Falls on a Bank Holiday

MOTION TO APPROVE: RESOLUTION 2024-122

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 19, 2024

 C. Atwater _____ offered the following motion and seconded by:
 M. Collins _____

“Motion to approve when payroll lands on a bank holiday -- payroll will be deposited the business day before the holiday.

 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 September 19, 2024 at 7:03 pm

 C. Atwater _____ offered the following motion and seconded by M Collins _____

 4 YES 0 NO _____ Abstaining