

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, January 16, 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, Treasurer: J. Corteville

Absent/Excused: N. Orbaker, Vice President

1. Call to order at: 4:44 pm

b. Public Participation: none

2. CONSENT AGENDA

A. Approval of Minutes

Minutes from December 6, 2024

MOTION TO APPROVE: RESOLUTION 2025-1

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 1, 2025

____M. Collins____ offered the following motion and seconded by: ____A. Prater____

“Motion to approve the Minutes of the December 6, 2024 meeting.”

3 YES 0 NO 1 Abstaining

Minutes from December 20, 2024

MOTION TO APPROVE: RESOLUTION 2025-2

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 1, 2025

M. Collins _____ offered the following motion and seconded by:
 A. Prater _____

“Motion to approve the Minutes of the December 20, 2024 Board of Trustees Meeting with the following corrections:

Resolution 2024-160 there were 4 Yes and 0 No and 0 Abstaining from the vote.

Resolutions 2024-163, 2024-164, 2024-165, 2024-166, 2024-167, 2024-168 the date should reflect December 20, 2024, the day of the month was not entered for these resolutions.

Adjournment of the meeting was at 4:50 pm.”

 3 YES 0 NO 1 Abstaining

Minutes from December 30, 2024

MOTION TO APPROVE: RESOLUTION 2025-3

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

“Motion to approve the Minutes of the December 30, 2024 Board of Trustees Meeting.”

 4 YES 0 NO Abstaining

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

MOTION TO APPROVE: RESOLUTION 2025-4

At a meeting of the Board of Trustees of the Williamson Public Library held at the 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 (1) Prior to Payment
Totaling:\$5,826.78
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (1) (2025)
Totaling:\$11,669.52

Transfer of \$35,000 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 #3 (2025) and Payroll #4 (2025) and transfer of an additional \$6,000 from the Operating account to the Voucher account for Abstract 2 (2025).

- a. Chase Bank and Canandaigua National Bank Statements for December 2024.
- b. Payroll Change reports payroll 1 (2024), Payroll 2 (2025)
- c. Journal Change Entry report for December 20, 2024-January 16, 2025
- d. December Collateralization Statement for Canandaigua National Bank and Trust
- e. Jumbo Municipal Certificate of Deposit Statements and Renewals”

____ 4 ____ YES ____ 0 ____ NO ____ Abstaining

3. REPORTS TO THE BOARD

A. Treasurer's Report

MOTION TO APPROVE: RESOLUTION 2025-5

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 _____

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

4 YES 0 NO _____ Abstaining

B. Director’s Report

MOTION TO APPROVE: RESOLUTION 2025-6

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 K.

Gray _____ offered the following motion and seconded by: A.
Prater _____

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

4 YES 0 NO _____ Abstaining

4. OLD BUSINESS

A. Updated 2024 Closeout

MOTION TO APPROVE: RESOLUTION 2025-7

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 A.

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

“Motion to approve the revised 2024 final closeouts for revenues and expenditures to reflect the electronic payment from the Public Library Association/AT&T grant of \$4,000.

The following grant revenue carryovers into 2025: Manktelow Grant \$1443.98 remaining, NYS Construction Grant capital funds 31,700.00, \$4,000 PLA/AT&T grant ”

4 YES

 0 NO

 Abstaining

B. Allied Financial

C. Safety and Security Project

D. Directors and Officers

E. Additions to the Bylaws

MOTION TO APPROVE: RESOLUTION 2025-8

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 K.

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

“Motion to approve the attached addition to the Williamson Public Library Bylaws:

“Article X Indemnification of Board Members, Employees, and Volunteers of the Williamson Public Library” as proposed at the December 20, 2024 Meeting of the Williamson Public Library Trustees.”

 4 YES

 0 NO

 Abstaining

F. JUMBO CDs Renewal

MOTION TO APPROVE: RESOLUTION 2025-9

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 A.

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

“Motion to approve renewal of the JUMBO CDS for a 29 day term at 4.25% and to renew at the best rate on maturity for 30 days or 60 days.”

 4 YES 0 NO _____ Abstaining

G. 2025 Library Budget Updated

MOTION TO APPROVE: RESOLUTION 2025-10

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 _____

“Motion to approve the attached revisions for the Library’s 2025 Budget with updated budget expenditures for library materials, construction, and insurance lines along with Budget revenue changes for bank interest and NYS Construction funds and updated assigned reserve, capital reserve, and general reserve funds as attached.”

 4 YES 0 NO _____ Abstaining

5. NEW BUSINESS

a. 2025 Review of Personnel and Financial Policies

MOTION TO APPROVE: RESOLUTION 2025-11

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 _____

“Motion to approve the above policy additions, updates and changes to the 2025 Williamson Public Library Employee Handbook: 2.03A Lactation Accommodation, 3.05 Attendance, 3.10 Business Equipment and Information

Systems Usage, 3.10b Using Your Own Device, 3.19 Personnel Files, 4.01 Vacation Leave, 7.02 Purchasing, 7.03 Payment of Claims, 7.04 Financial Integrity, 7.05 Payroll, 7.06 Reporting, 7.08 Online Banking, Updates to Assigned Reserve 331, 7.12 Disposition of Surplus Property as attached.”

 4 YES 0 NO _____ Abstaining

b. 2024 DLD and AUD Filing

c. 2025 Banks

MOTION TO APPROVE: RESOLUTION 2025-12

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

“Motion to approve the 2025 Official Banks of record for the Williamson Public Library.”

 3 YES 0 NO 1 Abstaining

d. 2025 Official Newspaper

MOTION TO APPROVE: RESOLUTION 2025-13

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: M. Collins

“Motion to approve the 2025 Official Newspaper of record for the Williamson Public Library is the Times of Wayne County.”

 4 YES 0 NO _____ Abstaining

e. 2025 Petty Cash Amount

MOTION TO APPROVE: RESOLUTION 2025-14

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 _____

“Motion to approve the 2025 Petty Cash amount is \$75.00 for Petty Cash plus \$25.00 daily cash start up for the Cash Register.”

____ 4 ____ YES ____ 0 ____ NO _____ Abstaining

f. 2025 Cash Up Amount

MOTION TO APPROVE: RESOLUTION 2025-15

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: ____ A.
Prater _____

“Motion to approve the 2025 Cash up amount.”

____ 4 ____ YES ____ 0 ____ NO _____ Abstaining

g. 2025 Trustee and Key Staff Conflict of Interest

MOTION TO APPROVE: RESOLUTION 2025-16

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 _____

“Motion to approve the following 2025 Conflict of Interest receive from the following Key Staff and Trustees:

Kimberly Iraci, Library Director
Kate Karnisky, Library Youth Services
Kristen Johnson, Library Purchasing Clerk
Michael Collins, Board President
Amy Prater, Board Secretary
Caleb Atwater, Trustee
Kay Gray, Trustee.”

***Note absent from meeting and still need to receive from Board Vice President Nancy Orbaker**

4 YES 0 NO _____ Abstaining

h. 2025 Mileage Reimbursement

MOTION TO APPROVE: RESOLUTION 2025-17

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: A.

Prater

“Motion to approve the official mileage reimbursement rate for the Library will be the Jan. 1, 2025 standard mileage rate set by the IRS of .70 cents per mile for business miles driven. The rates apply to electric and hybrid-electric vehicles, as well as gasoline and diesel-powered vehicles.

4 YES 0 NO _____ Abstaining

I. 2025 Allowable Pre-Pays

MOTION TO APPROVE: RESOLUTION 2025-18

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: ___M.
Collins _____

“Motion to approve the allowable pre-pays for 2025 as utilities, insurance, benefits, and payroll.”

 4 YES 0 NO Abstaining

J. 2025 Official Signers

MOTION TO APPROVE: RESOLUTION 2025-19

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 ___K.

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

“Motion to approve the 2025 official signers for the Williamson Public Library.”

 4 YES 0 NO Abstaining

K. FRPL Final Report for 2024

MOTION TO APPROVE: RESOLUTION 2025-20

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 ____K.

Gray _____ offered the following motion and seconded by: ___A.
Prater _____

“Motion to approve the 2024 Final Report for the FRPL grant.”

4 YES 0 NO _____ Abstaining

L. Kay Gray Training December

MOTION TO APPROVE: RESOLUTION 2025-21

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: A.
Prater _____

“Motion to approve Trustee Kay Gray’s submitted NYS Sexual Harassment Prevention Training taken on 12/30/2024.”

3 YES 0 NO 1 Abstaining

MOTION TO APPROVE: RESOLUTION 2025-22

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:
 M. Collins _____

“Motion to approve authorization of premium for Director’s and Officer’s insurance coverage.”

4 YES 0 NO 0 Abstaining

M. 2025 2 Hours of Required Trustee Training

6. ADJOURNMENT

MOTION TO APPROVE: Adjournment at TIME: 6:10 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:

____A. Prater_____

4 YES

0 NO

____ Abstaining