

# 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