



Williamson
PUBLIC LIBRARY

6380 Route 21, Suite 1
Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, April 16, 2026
4:30 PM

Board Present: M. Collins, President, A. Prater, Vice President, K. Gray, Trustee, D. Luke, Secretary, K. Wieser, Trustee

Library Staff Present: *(Non-voting)* Director: K. Iraci, Treasurer: Jamie Corteville

OWWL Library System Staff Present:

Absent/Excused:

1. Call to order at: 4:35 pm

b. Public Participation:

2. CONSENT AGENDA

A. MINUTES

MOTION TO APPROVE: RESOLUTION 2026-57

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

DLuke_____ offered the following motion and seconded by:

___APrater_____

“Motion to approve the Minutes of the March 19, 2026 meeting.”

___ 5 ___ YES

___ 0 ___ NO

___ 0 ___ Abstaining

MOTION TO APPROVE: RESOLUTION 2026-58

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___DLuke_____ offered the following motion and seconded by:

___KWieser_____

“Motion to approve the Minutes of the March 24, 2026 special meeting with a correction at the top of the minutes to reflect the meeting was held on March 24, 2026.”

___5___ YES

___0___ NO

___0___ Abstaining

B. MOTION TO APPROVE: RESOLUTION 2026-59

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___KGray_____ offered the following motion and seconded by:

___KWieser_____

“Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2026 Abstract (4) Prior to Payment
Totaling: \$3081,19

- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (4) (2026)
Totaling: \$24,622.47

Transfer of \$20,000 from CNB Operating to the Chase Operating Account. Transfer of \$37,500 from Chase Operating to the Payroll account to cover payroll and benefit expenditures for Payroll #8 (2026) and Payroll #9 (2026) and Payroll #10 (2026) and the transfer of an additional \$5000.00 from the Operating account to the Voucher account for Abstract 5 (2026).

- a. Chase Bank and Canandaigua National Bank Statements for March 2026.

- b. Payroll Change reports Payroll 6 (2025) and Payroll 7 (2026)

c. **Journal Change Entry report for March 19, 2026- April 16, 2026.**

d. **March Collateralization Statement for Canandaigua National Bank and Trust**

 5 YES

 0 NO

 0 Abstaining

3. REPORTS TO THE BOARD

A. Treasurer's Report

MOTION TO APPROVE: RESOLUTION 2026-60

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

 APrater _____ offered the following motion and seconded by:

 KWieser _____

“Motion to approve the April Treasurer’s report.”

 5 YES

 0 NO

 0 Abstaining

b. Director's Report

MOTION TO APPROVE: RESOLUTION 2026-61

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

 KGray _____ offered the following motion and seconded by:

 APrater _____

“Motion to approve the April Director’s Report.”

5 YES

 0 NO

 0 Abstaining

c. Landscape Maintenance

MOTION TO APPROVE: RESOLUTION 2026-62

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

_____KWieser_____ offered the following motion and seconded by:

_____DLuke_____

“Motion to approve adding a part-time seasonal position of Landscape Maintenance Tech as per attached job description or adding these hours to an existing library position if eligible via Civil Service. This position and or its hours are not to exceed 10 hours per month for the months of May, June, July, and August, pay rate is set at \$17.00 - \$20.00 per hour, it is seasonal, and the only benefit is eligibility to join NYS Retirement.”

 5 YES

 0 NO

 0 Abstaining

4. OLD BUSINESS

A. 2026 Mandated Board Trainings

B. Security Project

MOTION TO APPROVE: RESOLUTION 2026-63

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

_____APrater_____ offered the following motion and seconded by:

_____KGray_____

“Motion to approve after reviewing quotes per the Williamson Public Library Procurement Policy, assuring vendors quoting are part of the NYS Department of Labor Prevailing Wage vendor database, and obtaining PRC#2026007679 from the Department of Labor for the Williamson Public Library Security Camera upgrade project the Board accepts the quote from ___SG Security_____ as attached for this project and notes ___SG Security_____ will be responsible for uploading payrolls associated with this project to DOL for PRC#2026007679.”

___5___ YES

___0___ NO

___0___ Abstaining

C. Maturing CDs

D. Budget Vote Update

MOTION TO APPROVE: RESOLUTION 2026-64

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___KGray_____ offered the following motion and seconded by:

___DLuke_____

“Motion to approve authorizing Michael Collins, Williamson Public Library Board President to send a letter on behalf of the Williamson Public Library Board to the Williamson Central School District regarding the May 2026 ballot vote.”

___5___ YES

___0___ NO

___0___ Abstaining

E. Draft Budget and NYS Construction Grant Project

5. NEW BUSINESS

A. Patron Policy and Release Form for Photos

MOTION TO APPROVE: RESOLUTION 2026-65

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____
APrater_____ offered the following motion and seconded by:
KWieser_____

“Motion to approve the addition of the attached Photography and Recording Policy along with a photography and recording consent form, and the posted notice regarding photography in the library to the Williamson Public Library’s Patron Policies.”

__5__ YES __0__ NO __0__ Abstaining

B. Staff Policy and Social Media Update

MOTION TO APPROVE: RESOLUTION 2026-66

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____
KWieser_____ offered the following motion and seconded by:
MCollins_____

“Motion to approve the following addition to the 6.03 Social Media policy in the Employee Handbook: Employees who post images of patrons taken during library programs or on library property must have the patron’s written consent on file before posting. This applies to personal and professional accounts alike. Images of minors require written consent from a parent or legal guardian. Consent forms are available from the Library Director.”

__5__ YES __0__ NO __0__ Abstaining

C. Library and Friends MOU

MOTION TO APPROVE: RESOLUTION 2026-67 -- **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 April 16, 2026 _____

_____ offered the following motion and seconded by:

“Motion to approve the OWWL System recommended Memorandum of Understanding between the Williamson Public Library Board of Trustees and the Friends of the Library and authorizing Michael Collins, Williamson Public Library Board President to work with the Friends on the attached agreement.”

_____ YES

_____ NO

_____ Abstaining

D. Rochester Library Foundation Grant /LIBBY

MOTION TO APPROVE: RESOLUTION 2026-68

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

_____ KWieser _____ offered the following motion and seconded by:

_____ APrater _____

“Motion to approve pay over to the OWWL Library System the Williamson Public Library’s 2026 FFRPL fund monies of \$6,189.31 for the purchase of Overdrive/LIBBY digital eBook and Audiobook materials as per the grant’s acceptance letter.”

__5__ YES

_____0__ NO

__0__ Abstaining

E. NYS Dept of Education Division of Library Development 2025 Annual Report

MOTION TO APPROVE: RESOLUTION 2026-69

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___KGray_____ offered the following motion and seconded by:
___DLuke_____

“Motion to approve the attached 2025 Williamson Public Library Annual Report to NYS Dept of Education Library Development.”

___5___ YES ___0___ NO ___0___ Abstaining

**2025 Annual Report to the Community
MOTION TO APPROVE: RESOLUTION 2026-70**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___KWieser_____ offered the following motion and seconded by:
___APrater_____

“Motion to approve the attached 2025 Williamson Public Library Annual Report to the Community, with enthusiasm!!”

___5___ YES ___0___ NO ___0___ Abstaining

**F. Surplus
MOTION TO APPROVE: RESOLUTION 2026-71**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___DLuke_____ offered the following motion and seconded by:
___MCollins_____

“Motion to approve the attached 2026 Online Auction Contract with Auctions International, Inc. for the sale of Williamson Public Library surplus items.”

___5___ YES ___0___ NO ___0___ Abstaining

MOTION TO APPROVE: RESOLUTION 2026-72

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

___KWieser_____ offered the following motion and seconded by:
____DLuke_____

“Motion to approve for surplus sale the following obsolete equipment

- 1) Inventory Control Tag WPL0515: 2021 Dell Optiplex 3080 workstation, monitor and keyboard serial number D9X5MH3
- 2) Inventory Control Tag WPL0499: 2021 Dell Optiplex 3080 workstation, monitor and keyboard serial number D9X4MH3
- 3) Inventory Control Tag WPL0511: 2021 Dell Optiplex 3080 workstation, monitor and keyboard serial number D9X3MH3

to be auctioned as a lot via Auctions International Surplus Sale.”

___5___ YES ___0___ NO ___0___ Abstaining

G. 5/2026-5/2027 NYS Membership Renewal

MOTION TO APPROVE: RESOLUTION 2026-73

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on April 16, 2026 _____

____KGray_____ offered the following motion and seconded by:
____APrater_____

“Motion to approve membership renewal for Williamson Public Library Director Kimberly Iraci, Williamson Public Library for the New York Library Association of \$125.00 for May 2026 - May 2027.”

___5___ YES ___0___ NO ___0___ Abstaining

6. ADJOURNMENT

MOTION TO APPROVE: Adjournment at 6:05 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 April 16, 2026 ____

_____KGray_____ offered the following motion and seconded by:

___APrater_____

__5_YES

0_NO

0 Abstaining