

Williamson Public Library



6380 Route 21, Suite 1
Williamson, NY 14589
LIBRARY BOARD OF TRUSTEES MEETING
Thursday, January 20, 2021
4:30 PM

Present: President: M. Collins, A. Prater, Secretary, K. Gray, Trustee C. Atwater, Trustee,
Director: K. Iraci,

Absent/Excused: N. Orbaker, Vice President, Treasurer: J. Corteville

1. Call to order at: 4:54 pm
2. Public Participation:
3. Consent agenda-

Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2022-1

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 20, 2022 _____K. Gray_____ offered the following motion and seconded by: _____C. Atwater_____

“ Motion to accept the Minutes of the December 16, 2021 Board of Trustees Meeting.”

___3___ YES ___0___ NO ___1___ Abstain

MOTION TO APPROVE: RESOLUTION 2022-2

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 20, 2022 _____A. Prater_____ offered the following motion and seconded by: _____M. Collins_____

“ Motion to accept the Minutes of the December 30, 2021 Board of Trustees Meeting.”

 3 YES

 0 NO

 1 Abstain

B. MOTION TO APPROVE: RESOLUTION 2022-3

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 20, 2022 _____A. Prater _____ offered the following motion and seconded by: _____K. Gray _____

“ Audit and Approval of bills, bill payment, payrolls, compensated time off and payroll change and benefits:

Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2022 Abstract (1) Prior to Payment
Totaling: \$3725.95**
- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Payroll #26 for 2021 and Payrolls 1 and 2 for 2022
Totaling: \$22718.85**

5) Transfer of \$5,000 from Chase Operating to the Chase Payroll account for payroll and benefit expenditures for Payrolls #2 and transfer of \$26,000 from the Operating account to the Payroll account to cover Payroll 3 and 4. Transfer of \$10,000 from the Operating Account to the voucher account to cover the warrant of bills on Abstract 2 (2022). Transfer of \$40,000 from the CNB Operating Account to the Chase Operating Account.

- a) Chase Bank and Canandaigua National Bank Statements for December 2022**
- b) Payroll Change for Payroll 26 and Payrolls 1 and 2 (2021 and 2022).**
- c) Journal Change Entry report for December 16, 2021-January 20, 2022.**
- d) December Collateralization Statement for Canandaigua National Bank and Trust “**

Motion to approve Audit and Approval of bills, bill payment, payrolls, compensated time off and payroll change and benefits:

3 Yes.

 No.

 1 Abstain

3. Reports to the Board

a. Treasurer's Report- Tabled

b. Director's Report

MOTION TO APPROVE: RESOLUTION 2022-4

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 20, 2022. Caleb Atwater offered the following motion and seconded by: K. Gray

Motion to approve the January 2022 Director's Report.

 4 YES

 0 NO

 Abstaining

4. Old Business

A. Workers Comp

MOTION TO APPROVE: RESOLUTION 2022-5

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 20, 2022 A. Prater offered the following motion and seconded by: C. Atwater

“ To approve the final auditing of Workers Compensation and monies owed to Travelers as per attached.”

 4 YES

 0 NO

 Abstaining

b. Construction Grant Network Wiring

c. Building

“ To accept the attached 2022 Board Contact list for town and state reporting with changes”

 4 YES 0 NO Abstaining

c. 2022 Banks

MOTION TO APPROVE: RESOLUTION 2022-9

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 20, 2022 A.
Prater offered the following motion and seconded by: K.
Gray

“ To approve the official banks of record for the Williamson Public Library for 2022.”

 4 YES 0 NO Abstaining

2022 Official Newspaper

d. MOTION TO APPROVE: RESOLUTION 2022-10

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 20, 2022 C.
Atwater offered the following motion and seconded by: A.
Prater

“ To approve the Times of Wayne County as the official newspaper of record for 2022 for public notices and library business.”

 4 YES 0 NO Abstaining

e. 2022 Petty Cash Amount

MOTION TO APPROVE: RESOLUTION 2022-11

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 20, 2022 C.

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

“ To approve Petty Cash and Starting Register as thresholds for 2022.”

__ 4 __ YES **__ 0 __ NO** **_____ Abstaining**

f. 2022 Cash Up Amount

MOTION TO APPROVE: RESOLUTION 2022-12

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 20, 2022

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

“To approve cash up amount threshold or once a week, whichever is reached first for cashing up and bank deposit in 2022.”

__ 4 __ YES **__ 0 __ NO** **_____ Abstaining**

g. 2022 Trustee and Key Staff Conflict of Interest

MOTION TO APPROVE: RESOLUTION 2022-13

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 20, 2022 _____ K.

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

“To approve the following key staff and Board Conflict of Interest forms for 2022 to be certified by the Secretary of the Board and entered into the Board Minutes. “

Kimberly Iraci _____ Y _____

Michelle Byrne _____ Y _____

Kristen Johnson ___ Y _____
Haley Shear _____ Y _____
Jamie Corteville _____ N _____

Michael Collins _____ Y _____
Nancy Orbaker _____ Y _____
Amy Prater _____ Y _____
Kathryn Gray _____ Y _____
Caleb Atwater _____ N _____

___ 4 ___ YES ___ 0 ___ NO _____ Abstaining

h. 2022 Mileage Reimbursement

MOTION TO APPROVE: RESOLUTION 2022-14

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 20, 2022 ___ C. Atwater _____ offered the following motion and seconded by: ___ A. Prater _____

“To approve the following as determined by the IRS for 2022 mileage reimbursement for the Williamson Public Library. The standard mileage rate for the use of a car, vans, pickups or panel trucks is 58.5 cents per mile driven for business use.”

___ 4 ___ YES ___ 0 ___ NO _____ Abstaining

i. 2022 Allowable Pre Pays

MOTION TO APPROVE: RESOLUTION 2022-15

4 YES

 0 NO

 Abstaining

6. 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 January 20, 2021 C .

Atwater offered the following motion and seconded by K. Gray

“Motion to adjourn the meeting at 5:39pm.”

 4 YES

 0 NO

 Abstaining