



6380 Route 21, Suite 1
Williamson, NY 14589
LIBRARY BOARD OF TRUSTEES MEETING
Thursday, January 15, 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

Absent/Excused:

1. Call to order at: 4:37 pm

b. Public Participation:

2. CONSENT AGENDA

A. MOTION TO APPROVE: RESOLUTION 2026-03

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 15, 2026 _____

____A. Prater_____ offered the following motion and seconded by: ____K. Gray_____

“Motion to approve the Minutes of the December 17, 2025 meeting.”

__4__ YES

__0__ NO

_____ Abstaining

B. MOTION TO APPROVE: RESOLUTION 2026-04

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 15, 2026 _____
____K. Gray_____ offered the following motion and seconded by: ____A.
Prater_____

“Motion to approve the Minutes of the January 02, 2026 meeting.”

____3____YES ____0____NO _____ Abstaining

B. MOTION TO APPROVE: RESOLUTION 2026-05

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 15, 2026 _____
____A. Prater_____ 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 2026 Abstract (1) Prior to Payment
Totaling: \$1495.59**
- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee
Benefits and compensated time off for 2026 Abstract (1)
Totaling: \$12,038.00**

Transfer of \$25,000 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 Payroll #2 (2026) and Payroll #3 (2026) and transfer of an additional \$4000.00 from the Operating account to the Voucher account for Abstract 2 (2026).

- a. Chase Bank and Canandaigua National Bank Statements for December 2025.**
- b. Payroll Change reports Payroll 27 (2025) and Payroll 1 (2026)**
- c. Journal Change Entry report for December 17, 2025-January 15, 2026.**
- d. December Collateralization Statement for Canandaigua National Bank and Trust**

5 YES

 0 NO

 Abstaining

REPORTS TO THE BOARD

A. Treasurer's Report

MOTION TO APPROVE: RESOLUTION 2026-06

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 15, 2026

 KGray offered the following motion and seconded by:

 APrater

"Motion to approve the January 2026 Treasurer's Report."

 5 YES

 0 NO

 Abstaining

b. Director's Report

MOTION TO APPROVE: RESOLUTION 2026-07

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 15, 2026

 DLuke offered the following motion and seconded by:

 KGray

"Motion to approve the January 2026 Director's Report."

 5 YES

 0 NO

 Abstaining

4. OLD BUSINESS

A. 2025 Close Out

MOTION TO APPROVE: RESOLUTION 2026-08

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 15, 2026

____APrater_____ offered the following motion and seconded by:
____DLuke_____

“Motion to approve the attached close out reports for 2025 Financials.”

____5____ YES

____0____ NO

_____ Abstaining

B. Oath of Assurance

MOTION TO APPROVE: RESOLUTION 2026-09

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 15, 2026 _____M
Collins_____ offered the following motion and seconded by: _____A
Prater_____

“Motion to approve an assurance to the Board of Trustees of the Williamson Public Library that Kathryn “Kate” Wieser assures the Board she has taken an oath of office on January 12, 2026, following appointment by the Town of Williamson Board, to fulfill a Williamson Public Library Trustee vacancy and the oath has been filed with the Williamson Town Clerk’s office. The oath covers the remainder of the term of Nancy Orbaker from January 1, 2026 – December 31, 2028.”

____4____ YES

____0____ NO

____1____ Abstaining

5. NEW BUSINESS

A. 2026 Review of Personnel Handbook

MOTION TO APPROVE: RESOLUTION 2026-10

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 15, 2026 ____
____DLuke_____ offered the following motion and seconded by: ____
____KGray_____

“Motion to approve the attached updates and changes to the Williamson Public Library’s Employee Handbook for Library Board of Trustees, 3.04 Pay Practices, removal of 6.06 COVID Leave, and updates to 2026 thresholds for Procurement.”

 5 YES 0 NO Abstaining

2026 Review of Patron Policies

MOTION TO APPROVE: RESOLUTION 2026-11

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 15, 2026

 MCollins offered the following motion and seconded by:
 DLuke

“Motion to approve the attached updates and changes to the Williamson Public Library’s Patron Policies with updates to the 1000.20 Meeting Room Use Policy and the addition of 4003.3 Volunteer Policy”

 5 YES 0 NO Abstaining

B. 2026 DLD and AUD Filing

C. 2026 Banks

MOTION TO APPROVE: RESOLUTION 2026-12

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 15, 2026

 APrater offered the following motion and seconded by:
 DLuke

“Motion to approve the 2026 Banks of record for the Williamson Public Library are Chase Bank and Canandaigua National Bank.

 5 YES 0 NO Abstaining

D. 2026 Official Newspaper

MOTION TO APPROVE: RESOLUTION 2026-13

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 15, 2026 ____

____KGray_____ offered the following motion and seconded by: ____
____KWieser_____

“Motion to approve the Times of Wayne County as the 2026 official newspaper of record for the Williamson Public Library.”

___5___ YES

___0___ NO

_____ Abstaining

E. Petty Cash

MOTION TO APPROVE: RESOLUTION 2026-14

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 15, 2026 ____

___APrater_____ offered the following motion and seconded by: ____
____DLuke_____

““Motion to approve the 2026 Petty Cash amount is \$75.00 for Petty Cash plus \$25.00 daily cash start up for the Cash Register.”

___5___ YES

___0___ NO

_____ Abstaining

F. 2026 Cash Up Amount

MOTION TO APPROVE: RESOLUTION 2026-15

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 15, 2026 ____

____KGray_____ offered the following motion and seconded by: ____
____KWieser_____

“Motion to approve the 2026 Cash up amount is once a week or \$250.00.”

 5 YES

 0 NO

 Abstaining

G. 2026 Trustee and Key Staff Conflict of Interest and Trustee Code of Ethics Statements

MOTION TO APPROVE: RESOLUTION 2026-16

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 15, 2026

 APrater offered the following motion and seconded by:

 KGray

“Motion to approve the following 2026 Conflict of Interest Statements were received from the following Key Staff and Trustees:

Kimberly Iraci, Library Director

Kate Karnisky, Library Youth Services

Kristen Johnson, Library Purchasing Clerk

Jamie Corteville, Treasurer to the Board

Michael Collins, Board President

Amy Prater, Board Vice President

Diane Luke, Secretary

Kay Gray, Trustee

Kate Wieser, Trustee

And the following Trustee Code of Ethics Statements

Michael Collins, Board President

Amy Prater, Board Vice President

Diane Luke, Secretary

Kay Gray, Trustee

Kate Wieser, Trustee

 5 YES

 0 NO

 Abstaining

H. 2026 Mileage Reimbursement

MOTION TO APPROVE: RESOLUTION 2026-17

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 15, 2026 ____

____KWieser____ offered the following motion and seconded by: ____
____KGray____

“Motion to approve the official mileage reimbursement rate for the Library will be the Jan. 1, 2026 standard mileage rate set by the IRS of .72.5 cents per mile for business miles driven. The rates apply to electric and hybrid-electric vehicles, as well as gasoline and diesel-powered vehicles.

__5__ YES __0__ NO ____ Abstaining

I. 2026 Allowable Pre Pays

MOTION TO APPROVE: RESOLUTION 2026-18

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 15, 2026 ____

____KGray____ offered the following motion and seconded by: ____
____DLuke____

“Motion to approve the allowable pre-pays for 2026 as **utilities, insurance, benefits, and payroll.**”

__5__ YES __0__ NO ____ Abstaining

J. 2026 Official Signers

MOTION TO APPROVE: RESOLUTION 2026-19

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 15, 2026 ____

____KGray____ offered the following motion and seconded by: ____
____KWieser____

“Motion to approve the 2026 authorized signers are Board President, Board Vice President, and Director.”

_____ Abstaining

K. FRPL Final Report 2025

MOTION TO APPROVE: RESOLUTION 2026-20

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 15, 2026 ____

APrater offered the following motion and seconded by: _____

_____KGray_____

“Motion to approve the 2025 FFRPL Annual Grant Report.”

_____ Abstaining

L. Staff PTO Forfeit as per Policy for 2025 ROLLOVER

MOTION TO APPROVE: RESOLUTION 2026-21

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 15, 2026

 MCollins offered the following motion and seconded by:

_____DLuke_____

“Motion to certify that due to the Library’s weather-related closing on December 30, 2025 and library policy of payment for anyone normally scheduled for that day: the following employees were paid via the emergency closure policy and did not have time debited from their vacation banks. Being that December 30 was the last day of the year to take vacation time exceeding the one week of rollover as per policy, the following employees forfeited vacation hours:

Kim I – 4.17 hours of vacation time

Kim J – 4.5 hours of vacation time

The following employees were not scheduled to use PTO time on December 30 and also forfeited PTO Banks as per rollover policies:

**Debbie H. - 3.00 hours of vacation time
Jen C. – 1.5 hours of personal time.”**

___5___ YES

___0___ NO

_____ Abstaining

M. 2026 Required Trustee Training and Sexual Harassment Training

N. Library Assistant Certification

MOTION TO APPROVE: RESOLUTION 2026-22

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 15, 2026 ___

___APrater_____ offered the following motion and seconded by: ___

_____DLuke_____

“Motion to approve the promotion of Kate Karnisky from Senior Clerk to Library Assistant as per Wayne County Civil Service Eligibles list for the classification of Library Assistant.”

___5___ YES

___0___ NO

_____ Abstaining

O.Appointment of 2026 Williamson Public Library Treasurer to the Board of the Trustees

MOTION TO APPROVE: RESOLUTION 2026-23

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on January 15, 2026 ___

_____DLuke_____ offered the following motion and seconded by: ___

_____KWieser_____

“Motion to approve the appointment of Jamie Corteville, as Treasurer for the Williamson Public Library Board of Trustees, for 2026. Jamie Corteville will

need to take her oath of office within 30 days, and certify at the February Williamson Board of Trustees meeting the date her oath was taken and filed via the Williamson Town Clerk.”

___5___YES

___0___NO

_____ Abstaining

6. ADJOURNMENT

MOTION TO APPROVE: Adjournment at 6:25 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 15, 2026 _

KGray___ offered the following motion and seconded by: ___APrater_____

5___YES

0___NO

_____ Abstaining