



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.”

5 YES 0 NO _____ 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.”

5 YES 0 NO _____ 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