

Williamson Public Library



6380 Route 21, Suite 1
Williamson, NY 14589
LIBRARY BOARD OF TRUSTEES MEETING
Thursday, February 16, 2023
3:30 PM

Present: President: M. Collins, N. Orbaker, Vice President A. Prater, Secretary, K. Gray, Trustee C. Atwater, Trustee, Trustee: K. Gray, Treasurer: J. Corteville, Director: K. Iraci,

Absent/Excused: J. Corteville

1. Call to order at: 3:36 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2023-23

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 16, 2023 ____ N. Orbaker _____ offered the following motion and seconded by: ____ C. Atwater _____

“Motion to approve the Minutes of the January 19, 2023 meeting.”

___ 4 ___ YES ___ 0 ___ NO ___ 1 ___ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-24

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 16, 2023 ____ K. Gray _____ offered the following motion and seconded by: ____ C. Atwater _____

“Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2023 Abstract (2) Prior to Payment
Totaling: \$6,781.57

2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (2) (2023)
Totaling:\$20,796.75

5) Transfer of \$25,000 from Chase Operating to the Chase Payroll account to cover payroll and benefit expenditures for Payrolls #5, and #6 and transfer of \$5,000 from the Operating account to the Voucher account to cover the warrant of bills on Abstract 3 (2023)

3) Chase Bank and Canandaigua National Bank Statements for January 2023

4) Payroll Change reports Payroll 3 and Payroll 4 (2023).

5) Journal Change Entry report for January 19, 2023 – February 16, 2023.

6) January Collateralization Statement for Canandaigua National Bank and Trust.

7) Jumbo Municipal Certificate of Deposit January Statements“

 5 YES

 0 NO

 Abstaining

MOTION TO APPROVE: RESOLUTION 2023-25

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 16, 2023 C .

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

“**Motion to approve the Restricted Reserve Jumbo Municipal CD and Capital Reserve Jumbo Municipal CD that matures on February 17 with no grace period to be reinvested in a Municipal Jumbo time deposit for 90 days with an interest rate of 4.40% .”**

Canandaigua National Lists the following as current rates and terms:

30 day CD 4.35%

60 day CD 4.38%

90 day CD 4.40%

180 day CD 4.50%

 5 YES

 0 NO

 Abstaining

REPORTS TO THE BOARD:

A. MOTION TO APPROVE: RESOLUTION 2023-26

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 16, 2023 C .

Atwater_____ offered the following motion and seconded by: ___N.
Orbaker_____

“Motion to approve the February Treasurer’s Report.”

___ 5 ___ YES **___ 0 ___ NO** **___ Abstaining**

b. MOTION TO APPROVE: RESOLUTION 2023-27

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 16, 2023 ___N.

Orbaker_____ offered the following motion and seconded by: ___K.
Gray_____

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

___ 5 ___ YES **___ 0 ___ NO** **___ Abstaining**

4. Old Business

A. Phone System

MOTION TO APPROVE: RESOLUTION 2023-28

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 16, 2023 ___C.

Atwater_____ offered the following motion and seconded by: ___A.
Prater_____

**“Motion to approve the transfer from Frontier to RingCentral as per the Frontier offer as
part of sunsetting their VOIP services and our contract.”**

___ 5 ___ YES **___ 0 ___ NO** **___ Abstaining**

b. Trustee and Key Staff Conflict of Interest

c. Trustee Bylaws and Training Requirement

MOTION TO APPROVE: RESOLUTION 2023-36

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 16, 2023 ____N.
Orbaker_____ offered the following motion and seconded by: ____C.
Atwater_____

“Motion to accept the conflict of interest statement for Kathryn Gray.”

___4___ YES ___0___ NO ___1___ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-29

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 16, 2023 ____C.
Atwater_____ offered the following motion and seconded by: ____K.
Gray_____

“Motion to approve the following Self Assurance of Trustee Education Activity Completion submitted by Kathryn Gray, Caleb Atwater, Nancy Orbaker, and Michael Collins for their attendance at the following online webinar titled “State Aid For Library Construction” provided by the OWWL Library System on January 31, 2023 for 1.0 credit hours to go towards fulfillment of annual NYS Library Trustee Training requirements.

___5___ YES ___0___ NO _____ Abstaining

d. Library Security

MOTION TO APPROVE: RESOLUTION 2023-30

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 16, 2023 ____A.
Prater_____ offered the following motion and seconded by: ____C.
Atwater_____

“Motion to approve the quote for \$2,960.00 by Doyle to add three additional cameras and a sensor for library security.”

___5___ YES ___0___ NO _____ Abstaining

“Motion to approve the position and hiring of a part-time Library Cleaner not to exceed 6 hours a week and pay range. As per the Williamson Public Library’s Personnel Policy the option to enroll in NYS Retirement is the only benefit.

5 YES 0 NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2023-34

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 16, 2023 _____A.
Prater _____ offered the following motion and seconded by: _____M.
Collins _____

“Motion to approve adding Coverall Services to the Library’s Workers Comp coverage for March 15-March 30 or ceasing the Library’s contract with Coverall with penalty on March 15 when the franchisee’s Workers Comp Coverage expires for 2023.

5 YES 0 NO _____ Abstaining

d. 2023 RRLC/Causewave Grant

MOTION TO APPROVE: RESOLUTION 2023-35

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 16, 2023 _____C.
Atwater _____ offered the following motion and seconded by: _____A.
Prater _____

“Motion to approve an application for a 2023 RRLC Causewave Grant for a Stakeholder Perception Survey to gather community input for Williamson Public Library’s long-range planning for community programs and services provided by the Library. The Library agrees to contribute up to 50 % towards the cost of this service if awarded partial grant funding.”

5 YES 0 NO _____ Abstaining

e. Traf Sys Door Counter

MOTION TO APPROVE: RESOLUTION 2023-36

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 16, 2023 ____C.
Atwater_____ offered the following motion and seconded by: ____K. Gray_____

“Motion to approve the Traf SYS Quote for a door traffic counter and reporting software.”

___5___ 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 February 16, 2023 __C.
Atwater_____ offered the following motion and seconded by __K. Gray_____

“Motion to adjourn the meeting at 5:25 pm.”

___5___ YES ___0___ NO _____ Abstaining