Williamson Public Library

6380 Route 21, Suite 1
Williamson, NY 14589
LIBRARY BOARD OF TRUSTEES MEETING
Thursday, July 21, 2022
4:30 PM

Present: M. Collins, President, N. Orbaker, Vice President, K. Gray, Trustee, C. Atwater, Trustee, Director: K. Iraci,

Absent/Excused: A. Prater, Secretary, J. Corteville, Treasurer
1. Call to order at: 435 pm
2. Public Participation: none
3. Consent agenda-

a. **Approval of Minutes from Previous Meeting**
   MOTION TO APPROVE: RESOLUTION 2022-84

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 _____Kay Gray_____ offered the following motion and seconded by: ___Nancy Orbaker_____

"Motion to approve the minutes of the June 16, 2022 Board of Trustees Meeting."

____**4**___**YES** _____**NO** _____ Abstaining

b. **Audit and Approval of the bills, payrolls and compensated time off**

MOTION TO APPROVE: RESOLUTION 2022-85
At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 ____Kay Gray_____ offered the following motion and

seconded by: _Caleb Atwater_____

Motion to Approve:

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 (7) Prior to Payment
   Totaling: $18,412.23
2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Payroll 13, Payroll 14 and Payroll 15 for 2022
   Totaling: $32,013.03

5) Transfer of $26,000 from Chase Operating to the Chase Payroll account for payroll and benefit expenditures for Payrolls #16 and Payroll #17. Transfer of $18,000 from the Operating Account to the Voucher account for Abstract (7) and $7,000 from the Operating Account to the voucher account to cover the warrant of bills on Abstract 8 (2022). Transfer of $35,000 from the CNB Operating Account to the Chase Operating Account.

a) Chase Bank and Canandaigua National Bank Statements for June 2022
b) Payroll Change for Payrolls 13 and 14 and 15 (2022).
c) Journal Change Entry report for June 16, 2022-May 21, 2022.
d) June Collateralization Statement for Canandaigua National Bank and Trust "

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_____**YES** ___ ___**NO** _____ Abstaining

c. Treasurer's Report

MOTION TO APPROVE: RESOLUTION 2022-86

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 __Caleb Atwater_____ offered the following motion and seconded by: __Nancy Orbaker_____

"Motion to approve the Treasurer's Report for July 2022.**"**

_**4**__**YES** ____**NO** _____ Abstaining

d. Director's Report

MOTION TO APPROVE: RESOLUTION 2022-87

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 ____Kay Gray_____ offered the following motion and seconded by: Caleb Atwater_____

"Motion to approve the July Director's Report."

_4____YES **___NO** _____ Abstaining

4. Old Business

PLS HR WORKS EMPLOYEE HANDBOOK
MOTION TO APPROVE: RESOLUTION 2022-88
At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 _Caleb Atwater_____ offered the following motion and seconded by: _Kay Gray_____

"Motion to approve the updating the Williamson Public Library Personnel Handbook with the following changes:

Probationary Period will be six months for employees hired as non-eligible. Existing or new employees that receive certification via a Civil Service Eligible list will have a one-year probationary period starting at the time of appointment from the list. Certifying an employee working under 18.5 hours from a Civil Service Eligible list is at the discretion of the Board.

Extended Leave Policy: Removal of the Extended Leave policy that granted one year of unpaid leave to any full-time employee with a guarantee of return to position of employment.

Employer Coverage of Eligible Employee Health Care in conjunction with Short and Long Term Disability: The Library will cover its portions of the health care stipend for an eligible employee on short or long term disability for 3 months after the employee has exhausted all paid leave. Employees utilizing short or long term disability are eligible for COBRA.

___4___YES **___ ___NO** _____ Abstaining

B. Auctions International

MOTION TO APPROVE: RESOLUTION 2022-89

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 _____Caleb Atwater_____ offered the following motion and seconded by: __Nancy Orbaker_____

"Motion to approve bids received via the Auction International Surplus Sale listing for the study carrels. If no bids are received - lots may be offered to a non-profit, association or community organization free of charge. If none of the above has interest the carrels will be disposed."

___4___YES **___ ___NO** _____ Abstaining

5. New Business

a. Request to Exceed Meeting Room Booking Policy

MOTION TO APPROVE: RESOLUTION 2022-90

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 _____Kay Gray_____ offered the following motion and seconded by: Nancy Orbaker_____

"Motion to Decline serial booking request by Harry and Theresa Kirk to host a 9 week course via the Community Meeting room."

__3____YES **___ ___NO** 1 Abstaining

B. Payroll Correction and Deduction Reimbursement for Two Employees

MOTION TO APPROVE: RESOLUTION 2022-91

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 ___Caleb Atwater_____ offered the following motion and

seconded by: ___Kay Gray_____

"Motion to refund $2.12 to Julie Mohanlall for incorrect withholding of $1.06 by Paychex for Paid Family Medical Leave on payrolls Payroll 14 and 15. Paychex recommends that the Library issue a standalone check for reimbursement."

___4___YES **___ ___NO** _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2022-92
At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 ____Nancy Orbaker_____ offered the following motion and seconded by: _Caleb Atwater_____

"Motion to refund $30.15 to Haley Shear for incorrect withholding by Paychex for NYS Retirement calculated on Haley Shear's paid leave payout on Payroll 13 due to separation of service from the Library. Lump sum benefit payouts are not eligible for NYS Retirement withholding or reporting since not time worked. Paychex recommends the Library issue a standalone check for reimbursement."

__4____YES **___ ___NO** _____ Abstaining

C. USLI Extended Coverage for Prior Policy Term
MOTION TO APPROVE: RESOLUTION 2022-93
At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 _____Caleb Atwater_____ offered the following motion and seconded by: ___Kay Gray_____

"Motion to opt out of USLI Claims Made Coverage for 12 or 24 or 36 months extended reporting of claims for 12 months at $571, 24 months at $1141 and 36 months at $1712.

___4___YES **___ ___NO** _____ Abstaining

C. Association of Rural and Small Libraries

MOTION TO APPROVE: RESOLUTION 2022-94

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on July 21, 2022 _____Nancy Orbaker_____ offered the following motion and seconded by: ___Kay Gray_____

"Motion to approve membership renewal in the Association for Rural and Small Libraries (ARSL) for July 19, 2022-July 19, 2023 for $50.00"

___4___YES **___ ___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 July 21, 2022 _Caleb Atwater_____ offered the following motion and seconded by __Nancy Orbaker_____

"Motion to adjourn the meeting at 5:36pm."

4___YES **____NO** _____ Abstaining