

# Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, November 16, 2023

4:30 PM

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

Absent/Excused: J. Corteville, Treasurer

1. Call to order at: 4:40 pm
2. Public Participation: none
3. Consent agenda-

## A. Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2023-142

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16, 2023 \_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_K. Gray\_\_\_\_\_

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

\_\_\_4\_\_\_ YES

\_\_\_0\_\_\_ NO

\_\_\_1\_\_\_ Abstaining

## B. MOTION TO APPROVE: RESOLUTION 2023-143

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on October 19,2023 \_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by: \_\_\_\_A. Prater\_\_\_\_\_

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16, 2023 \_\_\_N. Orbaker\_\_\_\_\_ offered the following motion and seconded by: \_\_\_A. Prater\_\_\_\_\_

**“Motion to certify the Board auditing and approval of**

Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2023 Abstract (11) Prior to Payment  
Totaling:\$41,624.43
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (11) (2023)  
Totaling:\$21,301.35
- 3) **Transfer of \$40,000 from Chase Operating Account to Payroll account to cover payroll and benefit expenditures for Payrolls #24, #25 and #26 and transfer of an additional \$10,000 from the Operating account to the Voucher account for Abstract 11 and a transfer of \$10,000 for Abstract 12 (2023).**
  - a. Chase Bank and Canandaigua National Bank Systems for October 2023
  - b. Payroll Change reports payroll 22 and Payroll 23 (2023)
  - c. Journal Change Entry report for October 19, 2023 – November 16, 2023
  - d. October Collateralization Statement for Canandaigua National Bank and Trust
  - e. Jumbo Municipal Certificate of Deposit and 30 Day CD October Statements”

  5   YES                        0   NO                      \_\_\_\_\_ Abstaining

C.

**MOTION TO APPROVE: RESOLUTION 2023-144**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16, 2023 \_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by \_\_\_K. Gray\_\_\_\_\_

**“Motion to approve the November 2023 Director’s Report”**

\_\_\_5\_\_\_ YES

\_\_\_0\_\_\_ NO

\_\_\_\_\_ Abstaining

#### 4. OLD BUSINESS

##### A. Health Insurance/NYS Deferred COMP

###### MOTION TO APPROVE: RESOLUTION 2023-145

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023

\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by

\_\_\_A. Prater\_\_\_\_\_

**“Motion to approve a mandatory NYS Deferred Compensation account for employees earning over over \$145,000 (which the Library has none) to make any retirement plan catch-up contributions as Roth contributions, i.e., after-tax, beginning in 2026 as per US Dept of Treasury Regulations. Employees may also elect to designate any of their earned wages to a NYS Deferred Compensation ROTH plan. Employees eligible for library paid compensation in lieu of health insurance remain with the following options of health care coverage, dental care coverage, a NYS Deferred COMP 459B plan, or ½ cash over 26 pay periods.”**

\_\_\_5\_\_\_ YES

\_\_\_0\_\_\_ NO

\_\_\_\_\_ Abstaining

##### B. CNB Certificates of Deposits

###### MOTION TO APPROVE: RESOLUTION 2023-146

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023 \_\_N.

Orbaker\_\_\_\_\_ offered the following motion and seconded by

\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve a CNB Jumbo Municipal CDs to be renewed for a 90 day term at 5.25% interest and to move and bundle the Scheyve Bequest from the Restricted Reserve savings account to the Restricted Reserve JUMBO CD at the above terms.**

##### C. Long Range Planning Survey

**D. Trustee Training**

E. NYS Construction Grant Project

F. Library Crash Bar Doors

**MOTION TO APPROVE: RESOLUTION 2023-147**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023 \_\_\_M. Collins\_\_\_\_\_ offered the following motion and seconded by \_\_\_A. Prater\_\_\_\_\_

**“Motion to approve replacement of the library entry/exit doors crash bar system. The following three companies were identified as vendors of the door hardware system: Pop a Lock, Imperial Door and Alliance Door. The three companies were contacted for a quote. Imperial Door based in Buffalo and used by the Town - no longer services the Rochester/Williamson area, Pop A Lock did not respond, and Alliance Door provided the attached quotes. Due to failing crash bars on the exterior doors and the immediate need for replacement the Board accepts the sole quote from Alliance Door.**

\_\_\_5\_\_\_ YES                      \_\_\_0\_\_\_ NO                      \_\_\_\_\_ Abstaining

G. RFP Audit

H. NYLA Conference Follow-up

**MOTION TO APPROVE: RESOLUTION 2023-148**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023 \_\_\_K. Gray\_\_\_\_\_ offered the following motion and seconded by \_\_\_N. Orbaker\_\_\_\_\_

**“Motion to approve Kate Karnisky’s NYLA Conference 2023 Report, expenditures, and mileage payment. Expenditures will be submitted to OWWL Library System for reimbursement of \$800.00 of conference costs with the Williamson Public Library covering the remaining cost of \$326.04 via the Continuing Education line of the budget.**

\_\_\_5\_\_\_ YES                      \_\_\_0\_\_\_ NO                      \_\_\_\_\_ Abstaining

**New Business**

**A. 2024 OWWL2Go Commitment**

**MOTION TO APPROVE: RESOLUTION 2023-149**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023 \_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by \_\_\_\_K. Gray\_\_\_\_\_

**“Motion to approve the OWWL Library System OWWL2GO cost share of \$3,864 payable in July 2024”**

\_\_\_5\_\_\_ YES                      \_\_\_0\_\_\_ NO                      \_\_\_\_\_ Abstaining

**b. Surplus Sale**

**MOTION TO APPROVE: RESOLUTION 2023-150**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023 \_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by \_\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve the attached lot of 7 Surplus Dell Optiplex 7090 desktop towers and keyboards as a single lot to be auctioned by Auctions International Surplus Sales. Towers were manufactured in 2018, have been wiped and have no operating system.”**

\_\_\_5\_\_\_ YES                      \_\_\_0\_\_\_ NO                      \_\_\_\_\_ Abstaining

**c. OWWL Electronics Recycling**

**MOTION TO APPROVE: RESOLUTION 2023-151**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023 \_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by \_\_\_\_K. Gray\_\_\_\_\_

**“Motion to approve the attached list of obsolete or non-functioning Williamson Public Library towers and accessories to be dropped off at the OWWL Library System for coordinated electronic recycling collection. OWWL Library System**

states hard drives are shredded as per their agreement with the electronic recycling vendor."

  5   YES                        0   NO                      \_\_\_\_\_ Abstaining

d. Hoopla

**MOTION TO APPROVE: RESOLUTION 2023-152**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on November 16,2023   K. Gray\_\_\_\_\_ offered the following motion and seconded by   A. Prater\_\_\_\_\_

**"Motion to approve increasing the 2023 HOOPLA allocation by contributing \$1,500.00 for December 2023."**

  5   YES                        0   NO                      \_\_\_\_\_ Abstaining

e. ADJOURNMENT

**MOTION TO APPROVE:**

**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 November 16,2023   C. Atwater\_\_\_\_\_ offered the following motion and seconded by   M. Collins\_\_\_\_\_:

  5   YES                        0   NO                      \_\_\_\_\_ Abstaining