

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, June 16, 2022

4:30 PM

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

Absent/Excused:

1. Call to order at: 4:37 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from Previous Meeting

MOTION TO APPROVE: RESOLUTION 2022-69

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022

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

“**Motion to approve** the minutes of the May 19, 2022 Board of Trustees Meeting.”

___4___ YES

___NO___ ___1___ Abstaining

MOTION TO APPROVE: RESOLUTION 2022-70

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022

_____ A. Prater _____ offered the following motion and seconded by: _____ K. Gray _____

_____C. Atwater_____ offered the following motion and seconded by: _____N. Orbaker_____

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

 5 YES 0 NO _____ Abstaining

4. Old Business

**PLS HR WORKS EMPLOYEE HANDBOOK
MOTION TO APPROVE: RESOLUTION 2022-73**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022

_____C. Atwater_____ offered the following motion and seconded by: _____K. Gray_____

“Motion to approve the HR Works Template policy on the giving and receiving gifts for Williamson Public Library Board and Staff with following dollar limit set: \$100.00

 5 YES 0 NO _____
Abstaining

MOTION TO APPROVE: RESOLUTION 2022-74

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022

_____C. Atwater_____ offered the following motion and seconded by: _____A. Prater_____

“Motion to approve the HR Works Template policy on a vacation leave limit for employees that do not earn paid vacation leave for employees working under 20 hours a week being eligible to take unpaid vacation leave for 2 weeks of their regularly scheduled work hours per year. If more time is requested, the employee would need director review and approval prior to the leave.”

 5 YES 0 NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2022-75

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022 _____ N. Orbaker _____ offered the following motion and seconded by: _____ K. Gray _____

“Motion to approve the HR Works Template policy on accrued sick leave yearly use limit of 30 days for eligible employees. The Library may ask for written proof from a health care provider for eligibility to use sick leave. Staff need to use accrued sick leave above the 30 day yearly limit may appeal to the Board. The Board will consider the appeal based on the ability to cover the library staff members job duties, the financial impact to the library, and need.”

 5 YES 0 NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2022-76

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022 _____ C. Atwater _____ offered the following motion and seconded by: _____ K. Gray _____

“Motion to approve the Williamson Public Library’s health care policy as follows as part of the Pioneer Library System recommended HR Works Template:

1. Full time permanent employees working 30-37.5 hours and part time employees who work 20-29 hours per week hired prior to December 31, 2015 and full-time employees working 30-37.5 hours hired after December 31, 2015 and up until May 31, 2022 will receive a health care allotment to be used to purchase health insurance coverage, invested in a deferred compensation account or taken as cash in half of the amount, to be taxable upon receipt if the employee has health care coverage. The health care allotment amounts and eligible plans will be determined by the Library Board for each fiscal year. Every eligible employee will be notified of the allotment amount and will be given the available options for using the allotment. Full-time Employees hired after June 1, 2022 will receive a health care allotment as determined yearly by the Library Board for health care coverage provided by the Library. If the employee has health care coverage via a plan not provided by the library, no additional options for use of the health care allotment nor will the health care allotment be provided or payable to the employee.”

 5 YES 0 NO _____ Abstaining

_____TABLED

“Motion to approve setting the 2022 Restricted Reserve (331) account threshold as attached and moving monies in excess of threshold to the general reserve (340) as of June 1, 2022.”

___ 5 ___ YES

___ 0 ___ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2022-80

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022

___ A. Prater _____ offered the following motion and seconded by: ___ C. Atwater _____

“Motion to approve the Pioneer Library System HR WORKS Personnel Policy Handbook incorporating the current Williamson Public Library Handbook, motioned additions, changes and updates as per the May 19, 2022 Williamson Public Board of Trustees meeting effective June 16, 2022 as per the Williamson Public Library bylaws and final review of incorporation at the June 16, 2022 Board Meeting.”

___ 5 ___ YES

___ 0 ___ NO

_____ Abstaining

B. RGE Bill

C. Pest Control

5. New Business

a. Acceptance of Resignation of FT Young Adult Specialist

MOTION TO APPROVE: RESOLUTION 2022-81

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on June 16, 2022

_____ C. Atwater _____ offered the following motion and seconded by: ___ A. Prater _____

“Motion to approve the acceptance of the attached resignation of Young Adult Specialist Haley Shear effective June 10, 2022 at 5 pm.”

