

Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, October 17, 2024

4:30 PM

Board Present: M. Collins, President, A. Prater, Secretary, K. Gray, Trustee

Library Staff Present: (*Non-voting*) Director: K. Iraci, Treasurer: J. Corteville

Absent/Excused: Trustee, C. Atwater, Trustee, N. Orbaker, Vice President

1. Call to order at: 4:33 pm
2. Public Participation: none
3. Consent agenda-

Approval of Minutes from August 15, 2024

MOTION TO APPROVE: RESOLUTION 2024-123- TABLED

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 17, 2024

_____ offered the following motion and seconded by:

“Motion to approve the Minutes of the August 15, 2024 meeting.”

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

MOTION TO APPROVE: RESOLUTION 2024-124-TABLED

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 17, 2024

_____ offered the following motion and seconded by:

“Motion to approve the Minutes of the September 19, 2024 meeting.”

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

A. Audit and Approval of Bills, Payrolls and Compensated Time Off

MOTION TO APPROVE: RESOLUTION 2024-125

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 17, 2024 ____A. Prater_____ offered the following motion and seconded by: ____M. Collins_____

“Motion to certify the Board auditing and approval of

- 1) Payment of Bills and Check Signing for 2024 Abstract (10) Prior to Payment
Totaling:\$19,828.88

- 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (10) (2024)
Totaling:\$22,913.38

Transfer of \$30,000 from CNB Operating to the Chase Operating Account. Transfer of \$8,000 on October 17,2024 for Chase Voucher account. Transfer of 37,500 from the Chase Operating Account to the Payroll account to cover payroll and benefit expenditures for Payrolls #22 (2024) and Payroll #23 and Payroll#24 (2024) and transfer of \$12,000 to the Voucher account for November (2024) Abstract 11.

- a. Chase Bank and Canandaigua National Bank Statements for September 2024.

- b. Payroll Change reports payroll 20 and Payroll 21 (2024)

- c. Journal Change Entry report for September 15, 2024-October 17, 2024

- d. September Collateralization Statement for Canandaigua National Bank and Trust

- e. Jumbo Municipal Certificate of Deposit Statements”

__ 3 __ YES

__ 0 __ NO

_____ Abstaining

MOTION TO APPROVE: RESOLUTION 2024-126

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 17, 2024 ___A.

Prater_____ offered the following motion and seconded by: ___M.
Collins_____

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

 3 YES 0 NO _____ Abstaining

Director’s Report

MOTION TO APPROVE: RESOLUTION 2024-127

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 17, 2024 ___K.

Gray_____ offered the following motion and seconded by: ___M.
Collins_____

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

 3 YES 0 NO _____ Abstaining

4. OLD BUSINESS

A. Passero

MOTION TO APPROVE: RESOLUTION 2024-128

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 17, 2024 ___A.

Prater_____ offered the following motion and seconded by: ___M.
Collins_____

“Motion to approve updating the Capital Reserve plan estimate for painting and carpeting as per Passero Architects analysis of square footage costs and labor.”

 3 YES 0 NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2024-129

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 17, 2024 ___K.
Gray_____ offered the following motion and seconded by: ___A.
Prater_____

“Motion to approve Passero Architects to do bid specs and oversee bidding process for the 2024 Safety and Security project as well as work with Passero to gather bids for painting and carpeting of the public areas of the Library. The Board will then determine based on bids whether painting and carpeting can feasibly be added to the Safety and Security project to minimize library closure and down time.”

__3__ YES __0__ NO _____ Abstaining

B. Personnel Policy

MOTION TO APPROVE: RESOLUTION 2024-130

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 17, 2024 _____M.
Collins_____ offered the following motion and seconded by: ___K.
Gray_____

“Motion to approve the following paint, carpet and signage options for the Williamson Public Library for bid specs

Color 4 Base, Color 5 – Apex, Color 9 -YA, Color 10- Childrens , Color 7 - Adult pillars

__3__ YES __0__ NO _____ Abstaining

C. October 11, 2024 CD Renewal

New Business

A. 2025 Minimum Wage and Pay Rates

MOTION TO APPROVE: RESOLUTION 2024-131

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 17, 2024 ___K. Gray_____ offered the following motion and seconded by: M. Collins_____

“Motion to approve the following 2025 pay rates as attached.”

___3___ YES ___0___ NO _____ Abstaining

B. 2025 Benefits

MOTION TO APPROVE: RESOLUTION 2024-132

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 17, 2024 ___M. Collins_____ offered the following motion and seconded by: ___K. Gray_____

“Motion to approve for 2025 the following health and dental plans for eligible employees of the Williamson Public Library: Silver or Bronze 4 and DBOE-4.”

___3___ YES ___0___ NO _____ Abstaining

MOTION TO APPROVE: RESOLUTION 2024-133

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 17, 2024 ___A. Prater_____ offered the following motion and seconded by: ___M. Collins_____

“Motion to approve the following 2025 benefit stipends for eligible employees as attached.”

___3___ YES ___0___ NO _____ Abstaining

c. 2025 Payroll Dates

MOTION TO APPROVE: RESOLUTION 2024-134

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 17, 2024 ___K. Gray_____ offered the following motion and seconded by: ___A. Prater_____

“Motion to approve the following 2025 Pay Roll dates noting 2025 will have 27 payrolls with Payroll 1 (2025) being paid on December 31, 2024 due to the bank holiday. Liability of Payroll 1 (2025) will be attributed to the 2024 financial books, since paid on December 31, 2024.”

___3___ YES ___0___ NO _____ Abstaining

d. 2025 Board Meeting Dates

MOTION TO APPROVE: RESOLUTION 2024-135

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 17, 2024 ___M. Collins_____ offered the following motion and seconded by: ___K. Gray_____

“Motion to approve the following 2025 Board Meeting dates and times.”

___3___ YES ___0___ NO _____ Abstaining

e. 2024 Board of Trustees Trainings

MOTION TO APPROVE: RESOLUTION 2024-136

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 17, 2024 ___A. Prater_____ offered the following motion and seconded by: ___M. Collins_____

“Motion to approve the attached Self-Assurance of Trustee Education Activity Completion forms submitted by Nancy Orbaker and Kathryn

Gray for 1.5 hours for attending Mid-Hudson Library System’s webinar titled: Trustee Handbook Book Club: Governance Structure: The Role of Board Officers and Board Committees on October 15, 2024. Library staff certify the viewing was done under the Library’s login at the Library with the above Trustees in attendance, so the attached serves as the completion certificate.”

___3___ YES

___0___ NO

_____ Abstaining

2024 Inventory

MOTION TO APPROVE: RESOLUTION 2024-137

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 17, 2024 ___A.

Prater _____ offered the following motion and seconded by: ___K.

Gray _____

“Motion to approve the donation of two surplus study carrels to the Wheatland-Chili School District for the school’s Middle School and High School Library. The carrels were surplus due to the addition of the Digital Equity booth at the Williamson Public Library. The carrels had been disassembled and in storage. The carrels were delivered and assembled in the school library on August 31, 2024 and were accepted by Jennifer Vogt MS/HS Library Media Specialist.”

___3___ YES

___0___ NO

_____ Abstaining

f. Overdrive Funding Commitment

MOTION TO APPROVE: RESOLUTION 2024-138

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 17, 2024 ___M.

Collins _____ offered the following motion and seconded by:

___K. Gray _____

“Motion to approve the 2025 Overdrive Funding Commitment Agreement with OWWL Library System with invoicing in July 2025.”

3 YES

 0 NO

 Abstaining

g. Fines and Forgives Policy Update

MOTION TO APPROVE: RESOLUTION 2024-139

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 17, 2024 A .

Prater _____ offered the following motion and seconded by:

 K. Gray _____

“Motion to approve updating the Williamson Public Library’s Forgiving of Fines policy as attached.”

 3 YES

 0 NO

 Abstaining

MOTION TO APPROVE: RESOLUTION 2024-140

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 17, 2024 K.

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

Prater _____

“Motion to approve working with Flourish Design to incorporate our logo and color details for use in signage.

 3 YES

 0 NO

 Abstaining

6. 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 October 17, 2024 at 7:10pm ___K. Gray_____ offered the following motion and seconded by: ___A. Prater_____

_3__YES

0_NO

_____ Abstaining