

# Williamson Public Library



6380 Route 21, Suite 1

Williamson, NY 14589

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, September 21, 2023

4:30 PM

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

Absent/Excused: A. Prater 5:50pm

1. Call to order at: 4:30 pm
2. Public Participation: none
3. Consent agenda-

## A. Approval of Minutes from Previous Meeting

### MOTION TO APPROVE: RESOLUTION 2023-114

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21, 2023

\_\_\_\_\_ K. Gray \_\_\_\_\_ offered the following motion and seconded by:  
\_\_\_\_\_ N. Orbaker \_\_\_\_\_

**“Motion to approve the Minutes of the August 24, 2023 meeting.”**

  5   YES  
Abstaining

  0   NO

\_\_\_\_\_

## B. MOTION TO APPROVE: RESOLUTION 2023-115

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21, 2023 \_\_A.

Prater \_\_\_\_\_ offered the following motion and seconded by: \_\_\_K.  
Gray \_\_\_\_\_

**“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 (9) Prior to Payment  
Totaling:\$41,268.23
  
- 2) 2) Electronic and Pre-Payment of Payroll, Payroll Processing fees, Employee Benefits and compensated time off for Abstract (9) (2023)  
Totaling:\$21,690.21
  
- 3) **Transfer of \$25,000 from Chase Operating Account to Payroll account to cover payroll and benefit expenditures for Payrolls #20 and #21 and transfer of an additional \$5,000 from the Operating account to the Voucher account for Abstract 10 (2023).**
  - a. **Chase Bank and Canandaigua National Bank Systems for August 2023**
  - b. **Payroll Change reports payroll 18 and Payroll 19 (2023)**
  - c. **Journal Change Entry report for August 24, 2023-September 21, 2023**
  - d. **August Collateralization Statement for Canandaigua National Bank and Trust**
  - e. **Jumbo Municipal Certificate of Deposit August Statements”**

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

**MOTION TO APPROVE: RESOLUTION 2023-116**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_  
\_\_\_\_\_K. Gray \_\_\_\_\_ offered the following motion and seconded by \_\_\_\_\_A.  
Prater \_\_\_\_\_

**“Motion to approve the September 2023 Treasurer’s Report”**

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

**MOTION TO APPROVE: RESOLUTION 2023-117**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_K. Gray\_\_\_\_\_ offered the following motion and seconded by \_\_\_\_N. Orbaker\_\_\_\_\_

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

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

4. OLD BUSINESS

**A. PLA/AT&T Grant**

**MOTION TO APPROVE: RESOLUTION 2023-118**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_ A. Prater\_\_\_\_\_ offered the following motion and seconded by \_\_\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve contracting with Jessica Winum for PLA/AT&T Technology grant training for the public at the attached amount and terms.”**

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

**B. NYS Construction Grant Network Wiring Project**

C. Long Range Planning Survey

D. Great Give Back

E. CNB Certificates of Deposit

**MOTION TO APPROVE: RESOLUTION 2023-119**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_  
\_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by  
\_\_\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve the following in regards to the Scheyve Bequest monies: To invest the bequest funds in a one month CD at 3.45% ”**

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

F. NYS Short Term Disability

**MOTION TO APPROVE: RESOLUTION 2023-120**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_  
\_\_\_\_\_A. Prater\_\_\_\_\_ offered the following motion and seconded by  
\_\_\_\_\_N. Orbaker\_\_\_\_\_

**“Motion to approve unpaid leave and filing of short-term disability for the attached employee due to surgery. Short Term Disability payments will be made directly to the employee. The employee is not eligible to accrue sick or vacation leave.”**

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

G. Health Insurance 2024

**H. MOTION TO APPROVE: RESOLUTION 2023-121**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_  
\_\_\_\_\_A. Prater\_\_\_\_\_ offered the following motion and seconded by  
\_\_\_\_\_N. Orbaker\_\_\_\_\_

**“Motion to approve the following Library Sponsored Health plans for 2023**

**Silver 19, Standard Silver, and Gold 5**

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

**MOTION TO APPROVE: RESOLUTION 2023-122**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_  
\_\_\_\_\_M. Collins\_\_\_\_\_ offered the following motion and seconded by  
\_\_\_\_\_K. Gray\_\_\_\_\_

**“Motion to approve Bene-Care as the Library’s 2024 health care broker of record.”**

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

**NEW BUSINESS**

**A. 2024 Stipend**

**MOTION TO APPROVE: RESOLUTION 2023-123**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023 \_\_\_\_\_  
\_\_\_\_\_C. Atwater\_\_\_\_\_ offered the following motion and seconded by  
\_\_\_\_\_M. Collins\_\_\_\_\_

**“Motion to approve the attached as the Library provided benefit base for eligible employees working 37.5 hours a week and prorated for eligible employees working under 37.5 hours in 2023 as the base benefits stipend for 2024 for eligible employees. The Board also sets the Director’s base benefit on a yearly basis and is noted in the attached for 2024 staying at the 2023 allotment”**

**5   YES**

**0   NO**

**Abstaining**

**B. 2024 Pay Rates**

**MOTION TO APPROVE: RESOLUTION 2023-124**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023         
   K. Gray                                    offered the following motion and seconded by  
   N. Orbaker                                   

**“Motion to approve the following as attached as pay rates for 2024 starting on December 31, 2023.**

**5   YES**

**0   NO**

**Abstaining**

**C. 2024 Holidays**

**MOTION TO APPROVE: RESOLUTION 2023-125**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21,2023         
   C. Atwater                                    offered the following motion and seconded by  
   A. Prater



## H. 2023 Computer Order

### **MOTION TO APPROVE: RESOLUTION 2023-127**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21, 2023  
\_\_\_\_\_ Caleb \_\_\_\_\_ offered the following motion and seconded  
by \_\_\_\_\_ Nnacy \_\_\_\_\_

**“Motion to approve for purchase via the OWWL Library System  
Computer Purchase Form 2 staff and 2 public workstations, 2  
monitors and 1 laptop for \$3023.77**

  4   YES                      \_\_\_\_\_ NO                      \_\_\_\_\_ Abstaining

## I. OWWL EAP Program 2024

### **MOTION TO APPROVE: RESOLUTION 2023-128**

At a meeting of the Board of Trustees of the Williamson Public Library held at the Williamson Public Library in Williamson, New York on September 21, 2023  
\_\_\_\_\_ nancy \_\_\_\_\_ offered the following motion and seconded  
by \_\_\_\_\_ Kay \_\_\_\_\_

**“Motion to approve Williamson Public Library enrollment in the  
Employee Assistance Program brokered by OWWL and subsidized  
for 11/1/2023-10/31/2024 by OWWL for OWWL member libraries  
at \$13.04 per employee. Williamson’s cost with the attached 10  
employees enrolled would be \$130.40**

  4   YES                      \_\_\_\_\_ NO                      \_\_\_\_\_ Abstaining



## J. 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 September 21, 2023

\_\_\_\_\_ Caleb \_\_\_\_\_ Kay \_\_\_\_\_ offered the following motion and seconded by:

\_\_\_ 4 \_\_\_ YES

\_\_\_\_\_ NO

\_\_\_\_\_ Abstaining