

Pulaski Public Library Board Minutes
February 9, 2021

Present: Roy Randall, Roy Hunt, Nancy Lichtenstein, Bridget Collins, Mary Williams, Nikole Ives – Library Director.

Absent: Robin Longley

Visitors: Jan Tighe, Elizabeth Woods, Warren Leib.

President Roy Randall called the meeting to order at 4:00 p.m.

A motion was made by Mary Williams to approve the agenda. It was seconded by Roy Hunt, voted upon, and carried.

Public comments: None.

Minutes: A motion was made by Roy Randall to approve the minutes of the January 12, 2021 meeting. It was seconded by Nancy Lichtenstein, voted upon, and carried.

Treasurer's report: None was made available by the village office. It was tabled.

Bills to be paid: A motion was made by Roy Hunt to approve payment of the bills. It was seconded by Roy Randall, voted upon, and carried.

Director's report:

- Nikole has spoken with the town and we should be receiving money from them soon.
- We have received the check from Oswego County for \$4,517.61.
- The Friends group has given another \$500 towards books, plus another \$60 towards the book review prize we give every month. This brings their donations to \$1,500 for books and \$598.81 towards programming.
- Nikole has been focusing on making sure the public knows when we are open and what services we are offering. Flyers will be sent home with students K-6. Flyers will be posted in the Middle High School buildings. Nikole posted on the What's Happening in Pulaski site and the Did you Grow Up in Pulaski site on Facebook with great response. Flyers will be sent to the food pantry and the high rise will be receiving a flyer.
- Our annual report is due February 22. It is completed except for the financial information which isn't matching. Nikole discovered discrepancies in the reporting of our income over the past few years. Because of that, NCLS has not had an accurate figure to base their fee on, making their fee for 2022 much higher than previously thought. With the budget we currently work with, Nikole doesn't see how the numbers could ever be correct. Money is not accounted for correctly to correspond with annual report questions. Because of that, we can not submit our report on time.
- Nikole addressed the issues she has been dealing with these last seven months. More than half the time she has been unable to pay bills and has gone without treasury reports because our finances are not entered in the accounting program correctly. Payroll is always an unsure prospect. Our bills this month were run using the new accounting system, our budget is being done using the old system, the bills for this month are not in the old accounting system, making all the numbers we are going to use incorrect. We have incurred hundreds of dollars in late fees and companies could choose not to work with us in the future if we continue to be inconsistent and unreliable in our bill paying. The health insurance lapsed, causing Lynn to miss important eye appointments that resulted in her having to be driven to work because her vision got so bad. National Grid wasn't paid. How will that affect power in the future? We have no idea if retirement has been taken care of correctly. Employee time off has been incorrectly entered. W2s were a week late. Are they correct? Nikole would like to maintain a good working relationship with the village but she wondered if there are options regarding our finances.

Roy Hunt made a motion for the board to meet with Susan Mitchell from NCLS for a budget workshop. Bridget Collins seconded this. It was voted upon and approved. Nikole will organize this.

Friends report: They met February 3 and delegated monies for books and gift cards. A new slate of officers will be proposed in April and voted upon in May. Their next meeting is April 7.

Old Business: We are still looking for a new board member. Roy Hunt was going to approach someone the next day.

New Business: Date for budget meeting can't be set at this time due to the lack of accurate information.

The next meeting will be Tuesday, March 9, 2021 at 4:00 p.m.

President Roy Randall requested a motion to adjourn the meeting. Mary Williams made a motion to adjourn at 5:07 p.m. It was seconded by Nancy Lichtenstein, voted upon, and carried.

Respectfully submitted,

Mary Williams