

# Pulaski Public Library Board Minutes

April 12, 2022

**Present:** Roy Hunt, Robin Longley, Nancy Lichtenstein, Christine Weisenburger, Nikole Ives – Library Director.

**Absent:** Bridget Collins, Ken Isgar, Roy Randall

**Visitor(s):** Jan Tighe, Cathy Spinney

Vice-President Roy Hunt called the meeting to order at 4:04 p.m.

A motion to approve the agenda was made by Robin. It was seconded by Nancy, voted upon, and carried.

**Public Comments:** The Village Board voted and approved last night to cover the cost of the library being painted.

**Minutes:** A motion was made by Nancy to accept the minutes of the March 8, 2022 meeting. It was seconded by Robin, voted upon, and carried.

**Bills to be Paid:** A motion was made by Nancy to approve payment of the bills. It was seconded by Christine, voted upon, and carried.

## Director's Report:

- Merchandise store is open now through April 24th for purchases
- April Break is Screen Free Week, many events planned throughout the week including a Teddy Bear's Picnic Celebration, Kids Yoga classes, classes for kids and teens taught by The Crystal Jelly, and Miss Rodeo NY reading a book
- Libki is a new computer monitoring program for the public use computers, it will replace the old i-team we are currently using, \$650 fee to install, NCLS is covering half, plus \$22.25 annual fee per computer, total first year cost will be \$391.75, every year after that will be \$66.75
- Carpet Installation happening the first week of May, the library will be closed
- Annual report has been officially accepted!

**Friends report:** Nancy reported the Friends met April 6th, they are working on archives of the Friends and organizing old minutes in new notebooks, they sponsored the Teddy Bear's Picnic in the amount of \$400, they have a Bingo marathon happening on Sunday, August 14th

**Old Business:** A motion was made by Christine to approve the Village Employee Handbook for use by the Library. It was seconded by Robin, voted upon, and carried.

## New Business:

- The library is being repainted by Kathy DeLong, the DPW said they did not have the time to do the job. She is charging \$450 plus the cost of paint, the estimate is \$700 for the whole job. The Village is covering the cost of this project.
- A motion was made by Christine to approve the cutting of a check to cover 50% of the cost of the new window blinds, \$3,431.40, out of the Evelyn Davis estate money. It was seconded by Nancy, voted upon, and carried.
- A motion was made by Robin to approve the cutting of a check for 2 new book displays from Black River Furnishings, \$2,798.00, out of the Evelyn Davis estate money. It was seconded by Roy Hunt, voted upon, and carried.
- Paperwork was given out by Nikole to start thinking about the budget, a rough draft was given for

amounts from last year, what was used this year, and amounts for next year, plus information about payroll.

- Roy Hunt reported that he attended another Zoom meeting for board trustees. He learned about risk management and policies and it was suggested that you look at the library like you would look at your own accounts. He asked about insurance for the contents of the library, Jan and Cathy reported that the library is covered by the village insurance for the building. He also talked about staff training for customer service, disruptive, fire and active shooter. Nikole will look into those trainings. It was also said that we should review one policy at every meeting, update it and approve it.

The next meeting will be Tuesday, May 10, 2022 at 4:00 p.m.

Nancy made a motion to adjourn the meeting at 4:35 p.m. It was seconded by Christine, voted upon, and carried.

Respectfully submitted,

Nikole Ives, Library Director