

Pulaski Public Board Minutes  
December 10, 2019

Present: Jim Butler, Elaine Delaney, Warren Leib, Robin Longley, Roy Randall, Eileen Soika, Mary Williams, Lauren Rutherford - Library Director

Absent: None

Visitor(s): Jan Tighe, Elizabeth Woods

President Jim Butler called the meeting to order at 3:08 pm.

A motion was made by Eileen Soika to approve the agenda with the addition of the auditor's payment being added as an agenda item. It was seconded by Warren Leib, voted upon, and carried.

Public Comments: None

Minutes: A motion was made by Eileen Soika to approve the minutes of the November 12, 2019 meeting. It was seconded by Jim Butler, voted upon, and carried.

Treasurer's Report: A motion was made by Warren Leib to accept the treasurer's report with a request for a list of revenue codes for future meetings. It was seconded by Roy Randall, voted upon, and carried.

Auditor Payment: A motion was made by Eileen Soika to approve a budget transfer of \$150.00 from LL.2770.000.0 to L-7410.425.0 to cover the auditor payment. It was seconded by Warren Leib, voted upon, and carried.

Bills to be Paid: A motion was made by Robin Longley to approve the payment of bills in the amount of \$1,568.90. It was seconded by Roy Randall, voted upon, and carried.

Director's Report: Lauren Rutherford reported:

- \* The Annual Report will be reviewed at the January meeting for submission to NCLS in February.
- \* She will submit a 2020 Strategic Plan Draft at the January meeting.
- \* The village is still waiting on numbers for the HVAC.
- \* Sexual Harassment training - Dec. 17, 2019
- \* Staff & Volunteer Christmas Party - Dec. 19, 2019
- \* SIRSI training - Jan. 8, 2020
- \* She will be attending a January Annual Report workshop.
- \* She is working on obtaining more current titles to be added to the book circulation.
- \* Board games will be added to circulation.
- \* A Family Game Night is being researched.
- \* A Fine Free month is during December 2019 for all Pulaski overdue materials.
- \* She requested to be added as an officer to be able to cash checks for the Petty Cash account.
- \* Senior Citizen phone/app class will be offered in Jan. by high school students.
- \* An Adult Winter reading program will begin in January 2020.

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- \* She is speaking with local yoga instructors about having a class at the library in the future.
- \* A Teen Advisory Board will meet on Dec. 27 to discuss future teen activities - has been working with Tom Jennings who offered busing for after school activities.
- \* Dungeons & Dragons Tournament - Dec. 27
- \* Cosmic Kids' Yoga - Dec. 18
- \* She has a new newsletter - The Shelf Life - provided to the board for viewing.
- \* A Patron Survey is available at the circulation desk through Dec. 31.

Friends Report: Elaine Delaney reported that the Friends provided cookies for Light Up Pulaski on Dec.8. They also provided the supplies for a "cookie decorating" activity for children. Eileen Soika reported that there is an ongoing raffle until Dec. 13 which is a Gift Card Tree with over \$300 worth of gift cards on it.

Old Business: Trustees will review and be ready to discuss the job descriptions for Director and library employees. This will be done at the January 14, 2020 meeting.

New Business: A motion was made by Warren Leib to increase, by \$0.48, Aimee Brodeur's wages from the current \$11.32 to \$11.80 beginning on January 1, 2020 per the NYS minimum wage increase. It was seconded by Roy Randall, voted upon, and carried.

Eileen Soika made a motion that the board go into executive session to discuss personnel at 4:05 pm. It was seconded by Jim Butler, voted upon, and carried. Eileen Soika made a motion to return to regular session at 4:27 pm. It was seconded by Mary Williams, voted upon, and carried. No action taken.

The next meeting will be Tuesday, January 14, 2020 at 4:00 pm.

A motion was made by Mary Williams to adjourn the meeting at 4:28 pm. It was seconded by Elaine Delaney, voted upon, and carried.

Respectfully submitted:

Elaine Delaney  
Secretary