

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
February 24, 2009

Call to Order:

The meeting was called to order at 4:30 p.m. by President Roland Lockwood.

Trustees Present:

Roland Lockwood, President; Linda Parks, Vice President; Dee Polhemus, Secretary; Virginia Brady, Harold Brohinsky, Alexander Insley, Thomas Neale, Doris Rible-Lacey, Judith Rose, Ingeborg Sapp, Kathleen Schumacher, Christine Suruda, and Dr. Frank Ultee (arrived at 4:42 p.m.).

Representatives & Staff Present:

Ewa Jankowska, Clinton Essex Franklin Library System (CEF) Director; Stanley Ransom, Plattsburgh Public Library (PPL) Director; Jamie Parrotte, Principal Clerk; Colleen Pelletier, AFSCME Representative.

Public Forum:

No one addressed the Board.

Approval of Minutes:

On a motion by Virginia Brady, seconded by Ingeborg Sapp, unanimously carried, the regular meeting minutes of January 27, 2009 were approved.

President's Report:

President Lockwood had nothing to report.

Director's Report:

Director Ransom reviewed his prepared Director's report and added the following:

- 1.) Request for Shelf Shifting: Director Ransom asked the Board permission to close the Library for one day to shift the book collection. A lengthy discussion followed. Director Ransom stated that he would contact the Mayor and the Council about closing the Library and he would contact art organizations before placing discards in the Friends of the Library book sale.

On a motion by Virginia Brady, seconded by Alexander Insley, unanimously carried and passed, to close the Library to the public on March 23, 2009, to allow the Library staff to shift the book collection on the main floor.

- 2.) Value of Services Handout: Director Ransom distributed a cost analysis of library use and asked that Board permission to publicize the Library's value of services. Discussion of the handout followed. The Board gave Director Ransom permission to publicize the value of library services handout, but to exclude the percentage.
- 3.) Director's Goals for 2009: The following goals were discussed:

#3: The children's reading bronze sculpture as a Legacy. After a lengthy discussion, it was decided that a Quadricentennial Book Collection, with Native American and local history books would be developed as a Legacy instead of a bronze reading sculpture. It was further decided that the Anonymous Donor fund would pay for the collection.

#12: Obtain 501(c)3 designation for the Friends. The Board agrees that this designation should be completed.

#23: Special Library District. Discussion followed and the Board asked that this be changed to a Special Relationship instead of District.

It was further decided that #3 and #23 of the Director's Goals for 2009 would be revised and e-mailed to the Board. Director Ransom would also like to add to the goals a "Go Green" Stimulus Grant project which would be contingent upon state funding.

Approval of Bills:

On a motion by Dr. Frank Ultee, seconded by Doris Rible-Lacey, the bills were approved unanimously in the amount of \$7,638.11.

City of Plattsburgh Liaison:

Councilor Kelly was not available to report.

Clinton Essex Franklin Liaison:

Director Jankowska reported the following:

- 1.) Evaluation Study: The NY State Library is conducting a study and a brochure can be downloaded from its website.
- 2.) Construction Grant Writing Workshop: On May 8th at 10:30 a.m., the Peru Free Library will be hosting a workshop on how to write a "going green" construction grant.
- 3.) Legislation Day: Three (3) seats were available in the CEF car if anyone would like to attend Legislation Day on March 10th.
- 4.) Annual Report: The 2008 Annual Report for Public Libraries is due to the state on March 2nd.
- 5.) State Budget Cuts: The 2009 CEF budget was prepared with a 20% cut from the state. Director Jankowska urged Trustees to advocate against budget cuts and explained how to contact elected officials by downloading letters through the CEF website, www.cefls.org.
- 6.) Upcoming Grants: With stimulus money coming to the state, the State Library has been talking up broadband and jobs. Discussion followed regarding civil service guides and broadband service.
- 7.) Databases: The New York Online Virtual Electronic Library (NovelNY) databases are available for free to anyone in NY State with a library card or driver license, and as of April 1st, the EBSCO databases will change to ProQuest.

Building and Grounds Committee Report:

Dee Polhemus reported the following:

- 1.) Roof Leak: Kevin Farrington, City Engineer, and Jocko examined the roof and will determine the next course of action when the snow melts.
- 2.) Crabapple Tree: The large crabapple tree in the front of the Library is too large for the area and needs to be removed and replaced with a low flowering shrub.
- 3.) Arbor Day: A legacy tree planting has been scheduled for April 24th at 3:30 p.m. Gerry Garrand, of Garrand Toyota, will donate a red oak tree for the planting. Toyota Dealers of America is the national sponsor for Arbor Day and they have also provided the Library with a video on how to celebrate Arbor Day.
- 4.) Library Cat Proposal: Handouts were distributed to the Board highlighting the pros and cons of having a library cat. Director Ransom asked the Board to consider the proposal. Discussion followed.

Finance Committee Report:

Dr. Frank Ultee had nothing to report.

Friends of the Library Committee Report:

Linda Parks reported that the Friends are having a staff appreciation luncheon on April 16th and they have asked the Board to purchase a dessert for the luncheon. If the Board agreed, Linda asked permission to purchase a dessert from the social fund. The Board approved her request.

Negotiating Committee Report:

Thomas Neale reported that the Negotiation Committee has a meeting with Union representatives immediately following the Board meeting at 6:00 p.m.

Personnel Committee Report:

Christine Suruda stated that the Director's Goals were discussed earlier and had nothing further to report.

Social Committee Report:

Linda Parks had nothing to report.

Correspondence:

The January customer comment about young girls on the public computer without a parent sitting with them was reviewed and discussed.

Old Business:

Legacy Statue: This was discussed under the Director's Report.

New Business:

Election of Officers: As Nominating Chair, Linda Parks presented the Slate of Officers as follows:

President:	Roland Lockwood
Vice President:	Linda Parks
Secretary:	Dee Polhemus
Treasurer:	Richard Marks, City Chamberlain Ex-officio member of the Board

On a motion by Linda Parks, seconded by Ingeborg Sapp, unanimously carried and passed, to accept the Slate of Officers as presented for a one-year term.

Central Library Contract: Director Ransom asked the Board to approve the Central Library Contract. Discussion followed.

On a motion by Virginia Brady, seconded by Kathleen Schumacher, unanimously carried and passed, the 2009 Central Library Contract was accepted as presented.

2008 Annual Report: Director Ransom distributed a copy of the annual report and asked the Board to accept the report.

On a motion by Thomas Neale, seconded by Alexander Insley, unanimously carried and passed, the 2008 Annual Report was accepted as presented.

Budget Transfer: Jamie Parrotte explained that a budget transfer was needed to cover a contractual expense for artist Tamia Gastio.

On a motion by Harold Brohinsky, seconded by Dr. Frank Ultee, unanimously carried and passed to amend the budget as follows:

Increase estimated revenues for Local Grants (A/C 622700002770) by	<u>\$ 1,392.00</u>
Total increase in estimated revenues:	\$ 1,392.00
Increase appropriation for Contracted Services (A/C 674100004430) by	<u>\$ 1,392.00</u>
Total increase in appropriations:	\$ 1,392.00

New Technology: Director Ransom reported that he and Karen Ricketson, Library Assistant, recently attended a technology webinar and displayed his own personal Flip video to the Board. Discussion followed.

Next Meeting:

The next meeting will be Tuesday, March 24th, 2009, at 4:30 p.m. in the auditorium of the Plattsburgh Public Library.

Adjournment:

On a motion by Harold Brohinsky, seconded by Dr. Frank Ultee, unanimously carried and passed, the Board moved to adjourn at 5:53 p.m.

Transcribed by: Jamie Parrotte