

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
July 28, 2009

Call to Order:

The meeting was called to order at 4:34 p.m. by President Roland Lockwood.

Trustees Present:

Roland Lockwood, President; Linda Parks, Vice President; Dee Polhemus, Secretary; Virginia Brady, Harold Brohinsky, Brenda Phillips, John Prim, Kathleen Schumacher, Christine Suruda (left at 5:57 p.m.).

Trustees Excused:

Ingeborg Sapp and Judith Rose.

Trustees Absent:

Alexander Insley and Thomas Neale.

Representatives & Staff Present:

Lori Cantwell, Library Attorney (for Executive Session only); Ewa Jankowska, Clinton Essex Franklin Library System (CEF) Director; Councilor Michael Kelly, City of Plattsburgh Liaison (arrived at 4:45 p.m.); Jamie Parrotte, Principal Clerk; Colleen Pelletier, AFSCME Representative; and Stanley Ransom, Plattsburgh Public Library (PPL) Director.

Public Forum:

No one addressed the Board.

Executive Session:

On a motion by Harold Brohinsky, seconded by Dee Polhemus, unanimously carried and passed, the Board voted to go into Executive Session to discuss contract negotiations at 4:36 p.m.

On a motion by Christine Suruda, seconded by Virginia Brady, unanimously carried, and passed, the board voted to come out of Executive Session at 5:29 p.m.

Approval of Minutes:

On a motion by Virginia Brady, seconded by Christine Suruda, the meeting minutes of June 23, 2009, were unanimously carried and passed.

President's Report:

President Lockwood stated that he has attended all of the Summer Reading Programs with his grandchildren and they were great.

Director's Report:

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

1.) Whistleblower Protection Policy: Director Ransom asked the Board to review the policy for next Board meeting. Harold Brohinsky explained that a paragraph from the policy should be removed.

2.) 2009 Diabetes Worksite Objective: Director Ransom stated that \$500 would be awarded to the Library for staff participation and would like the money to be transferred to office supplies for the purchase of pedometers, staff luncheons, etc.

3.) Library Development Grant: Director Ransom asked the Board's permission to apply for a federal Broadband Technology Opportunities Program and Public Computer Centers Project which is currently offered through the New York State Library/State Education Department as part of the NY State application. Discussion followed about the grant and how it would be funded in the future. Director Ransom explained that signing the application does not commit the Library, only serves as a declaration of intention.

On a motion by Harold Brohinsky, seconded by Kathleen Schumacher, unanimously carried and passed, to approve the application for the Federal Broadband Technology Opportunities Program and Public Computer Centers Project.

4.) Public Library Construction Grant: Director Ransom distributed a handout explaining a \$400,000 solar power construction grant he is applying for and an additional \$30,000 to construct new offices and public space in the Center Room of the second floor. Discussion followed regarding the construction grants.

Approval of Bills:

On a motion by Virginia Brady, seconded by Linda Parks, the bills were approved unanimously in the amount of \$14,879.71.

Director Ransom reviewed the year-to-date expenditure report. Discussion followed regarding Committee vacancies. President Lockwood appointed Harold Brohinsky as Chair of the Bylaw's Committee and stated he would appoint a Trustee to the Finance Committee at the next Board meeting.

City of Plattsburgh Liaison:

Councilor Kelly stated that he will bring forward the Board's objectives at upcoming budget hearings. Harold Brohinsky thanked Councilor Kelly for his continuous work on the Library's behalf.

Town of Plattsburgh Liaison:

Charlie Bainbridge was unavailable to report.

Clinton Essex Franklin Liaison:

Director Jankowska reported the following:

- 1.) State Library Aid: The State Library Aid cut will be capped at 10% and Plattsburgh may receive \$159,491 in State Library Aid.
- 2.) Policies Approved: The Workplace Violence Prevention Program and Whistleblower Protection Policies were approved by the CEF Board.
- 3.) Audit of 990 Tax Form: An audit was performed of the 990 tax form and was approved by the CEF Board.
- 4.) Preliminary 2010 Budget: The 2010 budget was prepared and adopted, asking for a 3% increase from each county.
- 5.) Stimulus Grants: Director Jankowska further explained the grants that Director Ransom is applying for.

Building and Grounds Committee Report:

Dee Polhemus had nothing to report.

Finance Committee Report:

Thomas Neale was unavailable to report.

Friends of the Library Committee Report:

Linda Parks had nothing to report. Director Ransom stated that on August 3rd Cartoonist, Stan Burdick will be presenting his artwork called "Tall Tales and Riotous Rhymes." Harold Brohinsky commented about an article in the current Library newsletter, stating that any donations received should be reviewed by the Library Board.

Negotiating Committee Report:

Thomas Neale was unavailable to report.

Personnel Committee Report:

Christine Suruda had nothing to report.

Social Committee Report:

Linda Parks asked new Board members to contribute \$10 to the Social Fund for Board expenditures, such as cookies for Board meetings. She also asked to recognize Dr. Frank Ultee for his 10 years of service to the Board by purchasing a book in his name. Discussion followed about a book. It was decided that Director Ransom would choose a bicycling or travel book to purchase in his honor and present it to him before placing it in the Library collection.

Correspondence:

President Lockwood read the customer comment for the month of June 2009.

Old Business:

No Old Business was discussed.

New Business:

Budget Transfer: A check from Hannaford Bros. Co. was received for the Summer Reading Program and will need to be transferred to Technical Materials & Supplies.

On a motion by Harold Brohinsky, seconded by Kathleen Schumacher, unanimously carried and passed to amend the budget as follows:

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| Increase estimated revenues for Gifts and Donations (A/C 612700002705) by | <u>\$3,000.00</u> |
| Total increase in estimated revenues: | \$3,000.00 |

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| Increase appropriation for Technical Materials & Supplies (A/C 674100004330) by | <u>\$3,000.00</u> |
| Total increase in appropriations: | \$3,000.00 |

Next Meeting:

The next meeting will be Tuesday, August 25th, 2009, at 4:30 p.m. in the auditorium of the Plattsburgh Public Library.

Adjournment:

On a motion by Virginia Brady, seconded by Dee Polhemus, was unanimously carried and passed, the Board moved to adjourn at 6:04 p.m.