

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
October 27, 2009

Call to Order:

The meeting was called to order at 4:30 p.m. by Vice President Linda Parks.

Trustees Present:

Linda Parks, Vice President; Dee Polhemus, Secretary; Virginia Brady, Alexander Insley, Thomas Neale, Brenda Phillips, John Prim, Judith Rose, Ingeborg Sapp, Kathleen Schumacher, and Christine Suruda (arrived at 4:58 p.m.).

Trustees Excused:

Harold Brohinsky and Roland Lockwood.

Representatives & Staff Present:

Charlie Bainbridge, Town of Plattsburgh Liaison; Councilor Michael Kelly, City of Plattsburgh Liaison; Jamie Parrotte, Plattsburgh Public Library (PPL) Principal Clerk; Colleen Pelletier, AFSCME Representative; Stanley Ransom, PPL Director; and Michael Spofford, Clinton Essex Franklin Library System (CEF) Principal Account Clerk.

Public Forum:

No one addressed the Board.

Approval of Minutes:

On a motion by Ingeborg Sapp, seconded by Dee Polhemus, the meeting minutes of September 22, 2009, were unanimously carried and passed.

President's Report:

President Lockwood was unavailable to report.

Director's Report:

Director Ransom read from his prepared Director's report. He noted that a staff training session was held on improving staff services (or dealing with difficult patrons). A book mark was designed listing the Library's Code of Conduct, which was distributed to the Board.

Approval of Bills:

On a motion by Thomas Neale, seconded by John Prim, the bills were approved unanimously in the amount of \$10,376.75.

City of Plattsburgh Liaison:

Councilor Kelly reported the following:

1.) Letter to Mayor Kasprzak and Council: Councilor Kelly asked the Board if they would like him to bring forward a resolution to the Common Council to approve additional funds requested in the letter. Discussion followed.

On a motion by Virginia Brady, seconded by Kathleen Schumacher, unanimously carried and passed to ask Councilor Kelly to draft a resolution to the Common Council approving additional funds to the Library to help pay for legal expenses in the amount of \$5,000.

2.) Library Budget Hearing: On Tuesday, November 10th at 5:30 p.m., the Mayor and Councilors will be meeting at the Library for a budget hearing and Councilor Kelly asked for the Board's attendance in support of the Library and asked Director Ransom to offer a tour of the Library to the Mayor and Councilors. Discussion followed regarding public comments at the hearing. Councilor Kelly encouraged public comments to be made at the next two (2) Common Council meetings on October 29th and November 5th. Discussion followed about the petition that has been placed in the lobby of the Library. It was decided that Director Ransom would present the petition to the Mayor and the Council at the night of the Library budget hearing.

Town of Plattsburgh Liaison:

Charlie Bainbridge had nothing to report but will encourage Town of Plattsburgh residents to sign the Library petition.

Clinton Essex Franklin Liaison:

Michael Spofford reported that the Board transferred funds to the Bookmobile account for repairs and discussed State funding cuts and its effects to CEF and member libraries.

Building and Grounds Committee Report:

Dee Polhemus had nothing to report.

Computers:

Alexander Insley had nothing to report.

Finance Committee Report:

Thomas Neale reviewed the year-to-date budget report and reported that the Library was within budget at 83.8% for the month of October. Discussion followed regarding end of year expenses.

Friends of the Library Committee Report:

Linda reported the following:

- 1.) Library Signage: The Friends will be replacing signs that are posted throughout the Library with professionally made signs.
- 2.) Friends Book Sale: The Friends made approximately \$900 from the book sale and the books that are left over will be taken by Steve Brodi and Ken Lushia.
- 3.) Website: The Friends have a link on the Library website where you can find information about the Friends as well as meeting minutes.

Negotiating Committee Report:

Thomas Neale had no report. Director Ransom stated that a teleconference to PERB will be held at Attorney Lori Cantwell's office on November 12th at 12 p.m.

Personnel Committee Report:

Christine Suruda was unavailable to report.

Social Committee Report:

Linda Parks had no report.

Correspondence:

Linda commented on the customer comment for the month of September 2009. Discussion followed. Director Ransom stated that two (2) new kik-step stools have been purchased.

Old Business:

Flu Vaccination: Dr. Brenda Phillips wrote a letter urging the staff to be inoculated against the flu and H1N1 flu. Discussion followed. It was decided that since the cost of flu vaccinations were covered through the employee health insurance plan that the staff should be vaccinated through clinics or private doctors.

New Business:

Budget Transfer: Director Ransom explained that a grant for \$500 that was received from the Glens Falls Hospital for a Diabetes Worksite Objective and asked the Board to approve a budget transfer. Discussion followed.

On a motion by Dee Polhemus, seconded by Judith Rose, unanimously carried and passed to amend the budget as follows:

Increase estimated revenues for Gifts and Donations (A/C 612700002705) by	<u>\$500.00</u>
Total increase in estimated revenues:	\$500.00
Increase appropriation for Contracted Services (A/C 674100004430) by	<u>\$500.00</u>
Total increase in appropriations:	\$500.00

Next Meeting:

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

Adjournment:

On a motion by Virginia Brady, seconded by Alexander Insley, was unanimously carried and passed, the Board moved to adjourn at 5:12 p.m.

Transcribed by: Jamie Parrotte