

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes - Amended  
January 26, 2010

**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; Virginia Brady, Harold Brohinsky, Alexander Insley (arrived at 4:34 p.m.), Thomas Neale, Brenda Phillips, John Prim (arrived at 4:45 p.m.), Ingeborg Sapp, Kathleen Schumacher (arrived at 4:35 p.m.), and Christine Suruda.

**Trustees Excused:** Dee Polhemus and Judith Rose.

**Representatives & Staff Present:**

Ewa Jankowska, Clinton Essex Franklin Library System (CEF) Director, Michael Kelly, City of Plattsburgh Liaison (arrived at 4:53 p.m.); Jamie Parrotte, Plattsburgh Public Library (PPL) Principal Clerk; Colleen Pelletier, AFSCME Representative, and Stanley Ransom, PPL Director.

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Ingeborg Sapp, seconded by Christine Suruda, the meeting minutes of December 15, 2009, were unanimously carried and passed.

**President's Report:**

President Lockwood had no report but asked the Board if they were interested in being added to or removed from a committee to please let him know.

**Director's Report:**

Director Ransom reported that he was very happy that the Library budget had passed and he is working with Civil Service to promote Kelly Sexton from Library Clerk to Reference Librarian. He also reported that he is considering when to open on Sundays and then referred to and read from his prepared Director's Report. Director Ransom also stated that a pay phone would be re-installed by Verizon at a cost of \$25 per month and the City Fire Chief, Paul Williams, will be assessing the seating capacity of the auditorium.

Discussion followed regarding when Sunday hours would begin and it was decided that Director Ransom would report at the next Board meeting. Discussion also followed regarding the Krinovitz bequest and the endowment fund that Director Ransom has asked to formalize. It was decided that Director Ransom would check with the City's attorney regarding the legalities of the endowment fund.

On a motion by Harold Brohinsky, seconded by Virginia Brady, unanimously carried and passed, the Board moved to formalize an endowment fund from funds received from the Krinovitz Estate, as well as other trusts, to be set up with the City Chamberlain so the interest from the endowment funds can be used to buy books.

Director Ransom then referred to his Director Goals for 2009, 2010 and his five year goals 2010-2015. He suggested that the Personnel Committee look over the goals and meet with him and give their recommendations. The Board agreed.

### **Approval of Bills:**

Director Ransom reviewed the abstract of bills with the Board. Discussion followed.

On a motion by Virginia Brady, seconded by Christine Suruda, the final bills for 2009 expenditures in the amount of \$10,357.19 and bills for 2010 expenditures in the amount of \$11,606.84 were approved unanimously.

### **City of Plattsburgh Liaison:**

President Lockwood thanked Councilor Kelly for his help in getting the Library budget passed. Councilor Kelly accepted and also thanked the Library Board for their participation as well. He also stated that the Board will have to work even harder next year in convincing the Council of the Library's needs. Discussion followed regarding Sunday hours and it was decided that the Board will keep Councilor Kelly informed as to when Sunday hours will begin.

### **Clinton Essex Franklin Liaison:**

Director Jankowska reported the following from the January 25<sup>th</sup>, 2010 CEF Board meeting:

1. Board Elections: Richard Kibben was re-elected as President and moved the swearing in of new officers. He also assigned committees.
2. Union Contract: The current union contract expires in 2010 and the Board will be negotiating a new contract.
3. Central Library Contract: The Board approved the contract to be sent to member libraries for approval.
4. Horizon Increase: The Board voted to increase the Horizon fee for member libraries in 2011.
5. Tech Fridays: On the last Friday of each month, CEF will have demonstrations relating to technical aspects of library service. On Friday, February 26<sup>th</sup>, a demonstration will be held on how to use databases, such as LearningExpress and the Jobs & Careers research site on the CEF webpage ([www.cefls.org](http://www.cefls.org)).
6. ECHO Center: The State Library informed the library system that the ECHO Center in Vermont will be offering programs relating to water and Lake Champlain. With grant funding, free programming will be available to four libraries.
7. Collection Development Plan: The collection plan was presented to the Board and approved.
8. Conflict of Interest Statement: The Board signed the Conflict of Interest Statement, which needs to be signed every year.

9. Webinar: On February 24<sup>th</sup> a webinar will be held in conjunction with the Department of Labor regarding jobs.

**Building and Grounds Committee Report:**

Dee Polhemus was unavailable to report.

**Computers:**

Alexander Insley needed to follow up with Director Ransom regarding his meeting with TJ Myers of Innerworks. Director Ransom stated that a meeting was held on January 22<sup>nd</sup> with Mr. Myers and they discussed options for improving service, such as meeting bi-monthly and emergency call time.

**Finance Committee Report:**

Thomas Neale had no report.

**Friends of the Library Committee Report:**

Linda Parks reported that the Helen Wilcox Ianelli Gallery sign has been purchased and is now hanging in the gallery, as well as a directory sign downstairs next to the elevator, a coat room sign, and she is still waiting for elevator signs. Linda also passed around the minutes of the last Friends meeting. Director Ransom reported that a new art show will be featured in the gallery, featuring Bill Amadon, and his reception will be held this Saturday from 5:00 – 7:00 p.m.

**Negotiating Committee Report:**

Thomas Neale reported that a teleconference to PERB is scheduled for tomorrow, January 27<sup>th</sup>. Director Ransom stated that conferences were also scheduled on the 1<sup>st</sup> and 3<sup>rd</sup> of February.

**Nominating Committee Report:**

Linda Parks reported that she will present a Slate of Officers at the next meeting and if anyone is interested in becoming an officer to let her know.

**Personnel Committee Report:**

Christine Suruda had no report.

**Social Committee Report:**

Linda Parks reported that she sent a sympathy card to Helen Ianelli on behalf of the Board and she will also send a card to Dee Polhemus.

**Correspondence:**

No correspondence was received.

**Old Business:**

No Old Business was discussed.

**New Business:**

Budget Transfer: The Library received three (3) checks in December of 2009 which was deposited the following ways:

1. \$680 was received in public donations for the Book Drop Fund which was deposited in the Gifts and Donations revenue line.
2. The final \$500 was received for the Quadricentennial programs and was deposited in the Local Grants revenue line.
3. Wal-mart donated a check for \$1,000 which was also deposited in the Local Grants revenue line.

Checks were deposited in the Gifts and Donations revenue line and will need to be transferred to the Library expenditure budget.

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

Increase estimated revenues for 2009 Gifts and Donations (A/C 612700002705) by	\$ 680.00
Increase estimated revenues for 2009 Local Grants (A/C 622700002770) by	<u>\$1,500.00</u>
Total increase in estimated revenues:	\$2,180.00

Increase appropriation for 2010 Tech Spec/Materials (A/C 674100004330) by	\$1,680.00
Increase appropriation for 2010 Office Supplies (A/C 674100004330) by	<u>\$ 500.00</u>
Total increase in appropriations:	\$2,180.00

Director's Goals: Director Ransom stated that the Personnel Committee would review his goals and make a report to the Board.

**Next Meeting:**

The next meeting will be Tuesday, February 23<sup>rd</sup>, 2010, at 4:30 p.m. in the auditorium of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Christine Suruda, seconded by Virginia Brady, was unanimously carried and passed, the Board moved to adjourn at 5:14 p.m.

Transcribed by: Jamie Parrotte