

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
February 28, 2017

**Call to Order:**

The meeting was called to order at 4:30 pm by President Shirley O'Connell

**Trustees Present:**

Shirley O'Connell, President; Jennifer Creedon, Secretary; Betsy Baker, Alex Insley, and Patrick McFarlin

**Trustees Excused:**

Keri Mack, Donald Moore, and Richard Schaefer

**Representatives & Staff Present:**

Rachelle Armstrong, City of Plattsburgh Liaison; Betsy Brooks, Clinton Essex Franklin Library System (CEF) Liaison; Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Sara Dias, Librarian; Jamie Parrotte, Administrative Assistant; and Brigitte Tardiff, AFSCME Representative

**New Employee:**

Director de la Chapelle introduced Sara Dias as the Community Outreach Librarian. Sara briefly talked about her background, and then distributed Teen Book Club flyers highlighting a new program she's starting. Discussion followed regarding the Outreach Librarian duties, which Sara further discussed with the Board. Councilor Armstrong encouraged the library to keep the Common Council updated on all the new things happening at the library.

**Election of Officers:**

On a motion by Jennifer Creedon, seconded by Alex Insley, to accept the Slate of Officers for 2017 was unanimously carried and passed:

President:	Shirley O'Connell
Vice President:	Keri Mack
Secretary:	Jennifer Creedon
Treasurer:	Richard Marks, City Chamberlain (an ex-officio member of the Board)

**Oath of Office:**

Patrick McFarlin took the Oath of Office.

**Public Forum:**

No one addressed the Board.

**President's Report:**

Welcome New Trustee:  
President O'Connell welcomed new Trustee, Patrick McFarlin.

Committee Assignments:  
President O'Connell appointed Patrick McFarlin to the Finance Committee, and Betsy Baker to the Grievance Committee.

**Clinton Essex Franklin Library System Liaison:**

Betsy Brooks had no report.

**Approval of Minutes:**

On a motion by Jennifer Creedon, seconded by Alex Insley, to accept the Regular Meeting Minutes of December 13, 2016 and acknowledged the minutes of January 24, 2017, was carried and passed with one (1) abstention.

**Director’s Report:**

Director de la Chapelle discussed the progress of the Mural project and Maker Space. Anne continues to apply for grants and was recently informed that a \$5,000 Decentralization Grant was awarded for the Mural project. Discussion followed regarding the Maker Space.

**Finance and Facilities:**

Approval of Bills:

On a motion by Patrick McFarlin, seconded by Betsy Baker, to accept the abstract of bills – claims #732-763, in the amount of \$22,706.07, was unanimously carried and passed.

Resolution to Pay Bills:

On a motion by Patrick McFarlin, seconded by Alex Insley, to approve operation payments to the City of Plattsburgh for water, sewer, refuse and electricity; NYSEG (gas), Pitney Bowes (postage meter), US Bank Equipment Finance (copier lease), and PrimeLink (telephone). Payments in excess of 50% of the previous period’s payment will still require Board approval, was unanimously carried and passed.

Approval of Budget Adjustments:

On a motion by Patrick McFarlin, seconded by Alex Insley, resolved that the following budget adjustments be made:

Decrease appropriations for Technical Materials/Supplies	
(A/C 674100004330) by	<u>\$ 7,665.00</u>
Total decrease in appropriations:	\$ 7,665.00

Increase appropriations for NonPay Compensation	
(A/C 674100001400) by	<u>\$ 3,000.00</u>
Total increase in appropriations:	\$ 3,000.00

Increase appropriations for Separation Payroll	
(A/C 674100001500) by	<u>\$ 2,000.00</u>
Total increase in appropriations:	\$ 2,000.00

Increase appropriations for Contracted Services	
(A/C 674100004430) by	<u>\$ 2,665.00</u>
Total increase in appropriations:	\$ 2,665.00

Approval of Budget Transfers:

Discussion followed regarding the construction of the Coffee Bar.

On a motion by Patrick McFarlin, seconded by Alex Insley, resolved that the following budget transfers be made to pay for 2015-17 Public Library Construction Grant Projects in progress and to construct the Coffee Bar:

Increase appropriated Capital Reserve (6-0514)	
(A/C 6-0878) by	<u>\$54,037.00</u>
Total increase in appropriation:	\$54,037.00

Increase appropriation for Capital Outlay (6-0960)	
(A/C 674100003000) by	<u>\$54,037.00</u>
Total increase in appropriation:	\$54,037.00

Approval of CLDA Budget:

Director de la Chapelle explained the CLDA budget and asked for approval.

On a motion by Patrick McFarlin, seconded by Betsy Baker, to accept the 2017 Central Library Development Aid, as presented, was unanimously carried and passed.

**Personnel & Policies:**

Conflict of Interest Questionnaire:

Jamie collected Conflict of Interest questionnaires from the Trustees.

**Old Business:**

Coffee Bar:

Director de la Chapelle stated she received one Coffee Bar vendor proposal, which was included in the board packet. Discussion followed regarding the proposal and insurance.

Approval of Vendor to Operate Coffee Bar:

Discussion followed regarding the proposal process and the vendor that submitted the proposal.

On a motion by Patrick McFarlin, seconded by Jennifer Creedon, to accept the Coffee Bar vendor proposal as presented by Chris Rosenquest and Tracy Vicory to operate their business called *Chapter One* was unanimously carried and passed.

On a motion by Alex Insley, seconded by Betsy Baker, to accept the B&E Development proposal to construct the Coffee Bar at \$15,238.00 as presented, was unanimously carried and passed.

**New Business:**

Direct Access Plan:

Director de la Chapelle and Betsy Brooks explained the Direct Access Plan to the board, which needed approval.

On a motion by Patrick McFarlin, seconded by Betsy Baker, to accept the Direct Access Plan as presented was unanimously carried and passed.

Approval of 2016 Annual Report for Public and Association Libraries:

Director de la Chapelle gave an overview of the annual report to the board and asked for approval. Betsy Brooks stated CEF has to submit their annual report by tomorrow, March 1<sup>st</sup>.

On a motion by Alex Insley, seconded by Patrick McFarlin, to accept the 2016 Annual Report for Public and Association Libraries as presented was unanimously carried and passed.

**Next Meeting:**

The next meeting will be held March 28, 2017 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Alex Insley, seconded by Patrick McFarlin, unanimously carried and passed, the Board moved to adjourn at 5:20 pm.

**LIST OF MOTIONS**

**Election of Officers:**

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- Vice President: Keri Mack
- Secretary: Jennifer Creedon
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**Direct Access Plan:**

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**Adjournment:**

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