

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
April 25, 2017

**Call to Order:**

The meeting was called to order at 4:40 pm by President Shirley O'Connell

**Trustees Present:**

Shirley O'Connell, President; Keri Mack, Vice President; Betsy Baker, Patrick McFarlin, and Donald Moore

**Trustees Excused:**

Jennifer Creedon, Alex Insley, and Richard Schaefer

**Representatives & Staff Present:**

Betsy Brooks, Clinton Essex Franklin Library System (CEF) Liaison; Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Jamie Parrotte, Administrative Assistant; and Betsy Smith, AFSCME Representative

**Public Forum:**

Tracy & Chris Rosenquest discussed plans for the Coffee Bar. They are planning to open May 15<sup>th</sup> and working with RulF's Bakery in providing pastries. They are also working on a press release and their Facebook page is almost ready. The Board thanked the Rosenquest's and wished them success.

**President's Report:**

President O'Connell had no report.

**Clinton Essex Franklin Library System Liaison:**

Betsy Brooks reported the following:

- CEFLS Board approved the 2017 CLDA budget, which was previously approved by the PPL Board
- The staff is working on several projects such as *Roads to Recovery*, a resource booklet for anyone or family members dealing with addiction, as well as an App for Smartphones. The booklets have been distributed to all member libraries
- Recently attended a SirsiDynix Conference in Salt Lake City
- Kate Flewelling of the National Network of Libraries of Medicine, will be giving a workshop at CEF on health information resources
- The Member's Advisory Council (MAC) is meeting next Thursday, May 4<sup>th</sup>
- The next CEF CAT Meeting will be held in May, along with a Weeding Webinar in the afternoon
- NNYLA is offering free access to legal counsel for libraries

**Approval of Minutes:**

On a motion by Keri Mack, seconded by Patrick McFarlin, to accept the Regular Meeting Minutes of February 28, 2017 and acknowledged the minutes of March 28, 2017, was carried and passed.

**Director's Report:**

Director de la Chapelle reported the following:

- Recently attended the Chamber of Commerce Business After Hours at Norsk Titanium
  - Sent a press release link to the Board regarding the Mural Project
  - The Adirondack Writing Center is sponsoring a program at the library this summer with storyteller and writer Joseph Bruchac (TBA)
  - An announcement by the National Endowment for the Arts (NEA) Big Read will be forthcoming
  - Capital projects are moving along and thanked CEF for their patience regarding the parking situation
- Discussions followed regarding a recent ceiling leak, cash registers, and on-line payments for patrons.

**Finance and Facilities:**

Approval of Bills:

On a motion by Donald Moore, seconded by Patrick McFarlin, to accept the abstract of bills – claims #786-806, in the amount of \$35,520.37, was unanimously carried and passed.

**Personnel & Policies:**

Director Evaluation:

Evaluations are to be returned by May 9<sup>th</sup>, which will then be compiled by the Personnel Committee and summarized at the next Board meeting.

**Old Business:**

Approval of Coffee Bar License Agreement:

Director de la Chapelle stated the License Agreement has been signed by Tracy Vicory-Rosenquest and deposit received.

On a motion by Donald Moore, seconded by Betsy Baker, approval for President O’Connell to sign the License Agreement as presented, was unanimously carried and passed.

**New Business:**

No new business was discussed.

**Next Meeting:**

The next meeting will be held May 23, 2017 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

The meeting was adjourned at 4:55 pm

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

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**Approval of Bills:**

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