

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
June 27, 2017

Call to Order:

The meeting was called to order at 4:38 pm by President Shirley O'Connell

Trustees Present:

Shirley O'Connell, President; Jennifer Creedon, Secretary; Betsy Baker, Patrick McFarlin, and Donald Moore

Trustees Absent & Excused:

Alex Insley, Keri Mack, 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:

No one addressed the board.

Clinton Essex Franklin Library System Liaison:

CEF Librarian Betsy Brooks reported that CEFLS has received bullet aid from Betty Little for an upgrade to the card catalog. Director de la Chapelle added that all member libraries will receive \$1,000 in bullet aid from Senator Little.

Approval of Minutes:

On a motion by Jennifer Creedon, seconded by Donald Moore, to accept the Regular Meeting Minutes of May 23, 2017 was unanimously carried and passed.

Director's Report:

Director de la Chapelle reported the following:

- Should be receiving about \$37,000 in Public Library Construction Grant funds for finishing the 2016-17 project
- We will be hiring a new contractor to install the heating units purchased through Mars Mechanical. DPW has agreed to pick up the units from Mars.
- Currently searching for a new Librarian and plan to fill with a temp. until the search is complete

Discussion followed regarding the heating units, the Librarian search, and Coffee Bar.

Finance and Facilities:

Approval of Bills:

On a motion by Donald Moore, seconded by Betsy Baker, to accept the abstract of bills – claims #838-865, in the amount of \$10,637.90, was unanimously carried and passed.

Budget Transfer:

Discussion followed regarding the Coffee Bar furniture.

On a motion by Donald Moore, seconded by Patrick McFarlin, unanimously carried and passed, resolved that the following budget adjustments be made:

Increase appropriated Capital Reserve (6-0514)	
(A/C 6-0878) by	<u>\$3,600.00</u>
Total increase in appropriation:	\$3,600.00
Increase appropriation Capital Outlay (6-0960)	
(A/C 6-7410-000-3000) by	<u>\$3,600.00</u>
Total increase in appropriation:	\$3,600.00

Old Business:

No old business was discussed.

New Business:

No new business was discussed.

Next Meeting:

The next meeting will be held July 25, 2017 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Donald Moore, seconded by Betsy Baker, unanimously carried and passed, the Board moved to adjourn at 4:52 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

Approval of Minutes:

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Approval of Bills:

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Approval of Budget Transfer:

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