

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

**Call to Order:**

The meeting was called to order at 4:33 pm by Secretary Jennifer Creedon

**Trustees Present:**

Jennifer Creedon, Secretary; Betsy Baker, Alex Insley, Patrick McFarlin, and Richard Schaefer

**Trustees Excused:**

Keri Mack and Shirley O'Connell

**Representatives & Staff Present:**

Rachelle Armstrong, City of Plattsburgh Liaison; Charlie Bainbridge, Town of Plattsburgh Liaison; Ewa Jankowska, Clinton Essex Franklin Library System (CEF) Director; 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:**

Director Jankowska reported the CEFLS Board of Trustees is very concerned about Maintenance of Effort requirements the Central Library needs to maintain in order to receive funding from the state. Director de la Chapelle stated that she has been working with our Treasurer, Richard Marks, and the state regarding this issue. A lengthy discussion followed regarding Maintenance of Effort, creating a taxing district, and the City's finances.

**Approval of Minutes:**

On a motion by Richard Schaefer, seconded by Alex Insley, to accept the Regular Meeting Minutes of June 27, 2017, was unanimously carried and passed.

**Director's Report:**

Director de la Chapelle reported the following:

- Lighting retrofit is complete in the main stacks, electricians continue to work on the project
- Will start to interview for an Outreach Librarian with five (5) applicants received to date
- Karen Ricketson will be retiring this Friday and we have recreated a Sr. Page position, and appointed Alissa Vidulich, who is a current part-time page into this full-time position provisionally
- Taxing district and library budget has been discussed – does the board want to pursue the taxing district and have the consultant come?

Discussion followed regarding the process involved in creating a taxing district, and hiring the consultant Libby Post.

On a motion by Richard Schaefer, seconded by Patrick McFarlin, to authorize the Director to pursue a meeting with Libby Post, was unanimously carried and passed.

**Finance and Facilities:**

Patrick McFarlin reported that the library is doing well and within budget, and at last week's Finance & Facilities Committee meeting we talked at great length regarding the taxing district.

Discussion followed regarding the coffee bar expenses and receipt printers.

**Approval of Bills:**

On a motion by Patrick McFarlin, seconded by Richard Schaefer, to accept the abstract of bills – claims #866-894, in the amount of \$17,164.94, was unanimously carried and passed.

**Personnel and Policies:**

Jennifer Creedon asked to go into Executive Session at the end of the meeting.

**Old Business:**

No old business was discussed.

**New Business:**

No new business was discussed.

**Executive Session:**

On a motion by Richard Schaefer, seconded by Jennifer Creedon, unanimously carried and passed, the Board voted to go into Executive Session at 5:15 pm, to discuss the employment history of an individual.

On a motion by Richard Schaefer, seconded by Betsy Baker, unanimously carried and passed, the Board voted to come out of Executive Session at 5:21 pm.

**Next Meeting:**

The next meeting will be held August 22, 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 5:21 pm.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

**Approval of Minutes:**

On a motion by Richard Schaefer, seconded by Alex Insley, to accept the Regular Meeting Minutes of June 27, 2017, was unanimously carried and passed.

**Library Advocacy Consultant:**

On a motion by Richard Schaefer, seconded by Patrick McFarlin, to authorize the Director to pursue a meeting with Libby Post, was unanimously carried and passed.

**Approval of Bills:**

On a motion by Patrick McFarlin, seconded by Richard Schaefer, to accept the abstract of bills – claims #866-894, in the amount of \$17,164.94, was unanimously carried and passed.

**Executive Session:**

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**Adjournment:**

On a motion by Alex Insley, seconded by Patrick McFarlin, unanimously carried and passed, the Board moved to adjourn at 5:21 pm.