

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

Call to Order:

The meeting was called to order at 4:34pm by President Shirley O'Connell

Trustees Present:

Shirley O'Connell, President; Keri Mack, Vice President; Jennifer Creedon, Secretary; Betsy Baker, and Patrick McFarlin

Trustee Excused:

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; Jamie Parrotte, Administrative Assistant; and Betsy Smith, AFSCME Representative

Public Forum:

No one addressed the Board.

Clinton Essex Franklin Library System Liaison:

Betsy Brooks reported the following:

- CEF is advocating for net neutrality
- Three (3) member libraries are working on great construction projects – Schroon Lake, Keene Valley, and Mooers
- CEF is working on grants to benefit libraries, such as creating sensory kits for people on the autism spectrum, and Story Box, which is collaboration with HistoryPin – a local history and community building grant

Approval of Minutes:

On a motion by Keri Mack, seconded by Betsy Baker, to accept the Regular Meeting Minutes of October 24, 2017 was unanimously carried and passed.

Director's Report:

Director de la Chapelle reported the following:

- An article was written in *Strictly Business* and a story was told on North Country Public Radio regarding the mural project. Anne distributed copies of the article from *Strictly Business* to the Board and displayed a plaque that the artists made for her. Anne also mentioned that a film is being made about the project.
- The HVAC contractor is coming tomorrow to start preventative maintenance on the heating system, and explained why the Fire Dept. needed to be called for overheated units
- An increasing number of middle schoolers are coming to the library after school, which is good, but we've had some behavioral issues. We are working with the City Police Juvenile Officer Wolff to monitor the situation.

Finance and Facilities:

Patrick McFarlin reviewed his year-to-date budget report and reported the finances look pretty good.

Approval of 2018 Library Budget:

On a motion by Patrick McFarlin, seconded by Keri Mack, to accept the 2018 Library Budget as adopted by the Common Council was unanimously carried and passed.

Approval of Bills:

On a motion by Patrick McFarlin, seconded by Jennifer Creedon, to accept the abstract of bills – claims #970-997, in the amount of \$16,584.90, was unanimously carried and passed.

Approval of Budget Transfer:

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

Increase estimated revenues for State Aid (A/C 633000003842) by	<u>\$ 34,176.00</u>
Total increase in estimated revenues:	<u>\$ 34,176.00</u>
Increase appropriated Capital Reserve (6-0514) (A/C 6-0878) by	<u>\$ 34,176.00</u>
Total increase in appropriations:	\$ 34,176.00

Approval of CBA 2017 Budget Addendum:

Director de la Chapelle explained the adjustments that were needed to both budgets (CBA & CLDA), which were approved by the CEF Board yesterday.

On a motion by Patrick McFarlin, seconded by Betsy Baker, to accept the CBA 2017 Budget Addendum as presented was unanimously carried and passed.

Approval of CLDA 2017 Budget Addendum:

On a motion by Patrick McFarlin, seconded by Keri Mack, to accept the CLDA 2017 Budget Addendum as presented was unanimously carried and passed.

Old Business:

Special District Public Library Option:

Director de la Chapelle was informed by Libby Post that introducing a Municipal Ballot through a Chapter 414 Referendum was still an option, and will send more information.

New Business:

Trustee Vacancy:

President O'Connell stated that she would like to recommend Clayton Morris to the Board. Director de la Chapelle stated Craig Lapage, who is part of the maker group, is interested. Discussion followed regarding Mr. Morris and Mr. Lapage. Anne stated that she would contact both persons and ask them to send letters of interest to the Mayor.

Next Meeting:

The next meeting will be held December 19, 2017 at 4:30pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Patrick McFarlin, seconded by Keri Mack, unanimously carried and passed, the Board moved to adjourn at 5:03pm.

LIST OF MOTIONS

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