

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
February 27, 2018

**Call to Order:**

The meeting was called to order at 4:29 pm by President Shirley O'Connell

**Trustees Present:**

Shirley O'Connell, President; Jennifer Creedon, Secretary; Betsy Baker, and Matthew Miller

**Trustee Excused:**

Keri Mack 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; Patrick McFarlin, Former Trustee; Jamie Parrotte, Administrative Assistant; and Sherry Silcio, AFSCME Representative

**Welcome New Trustee:**

President O'Connell welcomed new Trustee, Matthew Miller.

**Correspondence:**

President O'Connell read Patrick McFarlin's resignation letter.

**Public Forum:**

Councilor Armstrong stated that the Common Council has a new committee structure, of which Council Kretser has been added to the library's committee. The Council is also working on the upcoming budget and five-year plan, as well as looking into Strategic Planning software. Discussion followed regarding the new committee structure and the Community Development vacancy.

**Clinton Essex Franklin Library System Liaison:**

Betsy Brooks reported the following:

- Director Jankowska has announced her retirement as of May 1<sup>st</sup>
- Director Jankowska is currently in Albany with advocates from around the state for Library Legislation Day. Tomorrow, CEF staff and area library directors will attend meetings with our representatives, to try and restore the cut that is proposed by the Governor, and advocate for a lesser match for Public Library Construction Grants, which would benefit smaller libraries.
- CEF is slated to have its new website up and running this Friday, March 2<sup>nd</sup>

**Approval of Minutes:**

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the Regular Meeting Minutes of December 19, 2017 and the minutes of January 23, 2018, were carried and passed.

**Director's Report:**

Director de la Chapelle stated the following:

- Library Intern Garaun McKenzie is working on a business plan for the creative maker space project and planning opening events, such as the 3D Print event, which is the 21<sup>st</sup> of April, as well as the QUAD-County Decentralization Grant Awards, which is the 28<sup>th</sup> of April
- The window behind the coffee bar has been replaced, the heating unit replacement project is almost complete, and we have received the final bill for the electrical retrofit project
- Two staff members have been promoted

**Finance and Facilities:**

Patrick McFarlin announced his resignation to the Board, and then introduced Matthew Miller, who has attended the last Finance Committee meeting.

Approval of Bills:

On a motion by Matthew Miller, seconded by Jennifer Creedon, to accept the abstract of bills – claims #1048-1076, in the amount of \$16,041.09 was unanimously carried and passed.

Resolution to Pay Bills:

On a motion by Matthew Miller, seconded by Betsy Baker, 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.

**Old Business:**

No old business was discussed.

**New Business:**

Election of Officers:

On a motion by Jennifer Creedon, seconded by Matthew Miller, to accept the Slate of Officers for 2018 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:

Jamie Parrotte administered the Oath of Office to the Board.

Committee Assignments:

Discussion followed regarding the committee structure. President O'Connell appointed Matthew Miller to the Finance and Grievance committees, and inactivated the Technology, Community Relations, and Trustee Services committees.

Conflict of Interest Questionnaire:

Jamie collected Conflict of Interest questionnaires from the Trustees.

Approval of 2017 Annual Report for Public and Association Libraries:

Director de la Chapelle briefly discussed the annual report and asked for approval.

On a motion by Betsy Baker, seconded by Matthew Miller, to accept the 2017 Annual Report for Public and Association Libraries as presented was unanimously carried and passed.

Approval of Central Library Contract:

Director de la Chapelle stated that the contract was the same as last year.

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the Central Library Contract as presented was unanimously carried and passed.

**Next Meeting:**

The next meeting will be held March 27, 2018 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Matthew Miller, seconded by Jennifer Creedon, unanimously carried and passed, the Board moved to adjourn at 4:55 pm.

**LIST OF MOTIONS**

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