

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

**Call to Order:**

The meeting was called to order at 4:32 PM by Secretary Jennifer Creedon

**Trustees Present:**

Jennifer Creedon, Secretary; Betsy Baker, and Richard Schaefer

**Trustees Excused:**

Keri Mack and Shirley O'Connell

**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:**

Betsy Brooks reported that the Director search is moving along and have received a number of applicants. Discussion followed regarding advertising for the search.

**Approval of Minutes:**

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the Regular Meeting Minutes of February 27, 2018 was carried and passed with one (1) abstention.

**Director's Report:**

Director de la Chapelle reported on the following:

- Discussed the Trustee vacancy status
  - Distributed NEA Big Read bookmark and pamphlets to the Board
  - The creative maker space has been cleaned out for upcoming events
  - Finalizing reports and grants that are due
- Discussion followed regarding the creative maker space and 3D printer kits.

**Finance and Facilities:**

Approval of Bills:

Discussion followed regarding invoices on the abstract of bills.

On a motion by Richard Schaefer, seconded by Betsy Baker, to accept the abstract of bills – claims #1077-1099, in the amount of \$26,067.41 was unanimously carried and passed.

Approval of Budget Transfer:

On a motion by Jennifer Creedon, seconded by Richard Schaefer, resolved that the following budget transfer be made:

Increase appropriated Capital Reserve (6-0514)	
(A/C 6-0878) by	<u>\$10,686.00</u>
Total increase in appropriation:	<u>\$10,686.00</u>
Increase appropriation Capital Outlay (6-0960)	
(A/C 6-7410-000-3000) by	<u>\$10,686.00</u>
Total increase in appropriation:	<u>\$10,686.00</u>

**Personnel and Policies:**

City of Plattsburgh Email Policy:

Director de la Chapelle explained the Email policy and a discussion followed.

On a motion by Richard Schaefer, seconded by Betsy Baker, to adopt the City of Plattsburgh's Email Policy as presented was unanimously carried and passed.

**Old Business:**

Trustee Vacancy:  
Director de la Chapelle reiterated the need for new members and a brief discussion followed.

**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 4:49 PM, to discuss a potential legal matter.

On a motion by Jennifer Creedon, seconded by Richard Schaefer, unanimously carried and passed, the Board voted to come out of Executive Session at 4:53 PM.

**Next Meeting:**

The next meeting will be held April 24, 2018 at 4:30 PM in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Jennifer Creedon, seconded by Betsy Baker, unanimously carried and passed, the Board moved to adjourn at 4:53 PM.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

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**Approval of Bills:**

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Total increase in appropriation:	\$10,686.00

**Approval of City of Plattsburgh Email Policy:**

On a motion by Richard Schaefer, seconded by Betsy Baker, to adopt the City of Plattsburgh’s Email Policy as presented was unanimously carried and passed.

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