

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
April 24, 2018

**Call to Order:**

The meeting was called to order at 4:30 PM by President Shirley O'Connell

**Trustees Present:**

Shirley O'Connell, President; Keri Mack, Vice President; Jennifer Creedon, Secretary; Betsy Baker, 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:**

Chris Rosenquest of Chapter One: Coffee & Tea thanked the Board, stating May 15<sup>th</sup> will be the 1<sup>st</sup> full year of operation in the Library. Chris added that although they are a private business, he likes to operate transparently and distributed preliminary first year numbers to the Board, and discussed how well they were doing. On May 19<sup>th</sup>, they are hosting a one year anniversary celebration featuring The Dirty Diaper Band and a story time with Children's Librarian Ben Carman, as well as two private coffee tastings.

Discussion followed regarding advertising, public feedback and expansion plans for another location.

Betsy Smith announced that she will be the Union Steward for another year, with Sherry Silcio as Alternate Steward.

**Clinton Essex Franklin Library System Liaison:**

Betsy Brooks reported the following:

- Continuing to hold interviews for the Director's position, with a few more to go. Director Jankowska's last day is Monday, April 30<sup>th</sup>.
- The State Aid cut that was recommended by the Governor was restored into the budget, plus a \$1,000,000 increase to libraries across the state
- The State Library was also given an increase on the Federal level
- Information has been sent to member libraries on how to apply for large amounts of Bullet Aid

**Approval of Minutes:**

On a motion by Jennifer Creedon, seconded by Keri Mack, to accept the Regular Meeting Minutes of March 27, 2018 was unanimously carried and passed.

**Director's Report:**

Director de la Chapelle reported the following:

- The Library hosted a successful 24 hr. Print Sprint Challenge this past weekend
- Getting ready for the 2018 Quad-County Decentralization Grant Awards Ceremony, to be held on Sat., April 28<sup>th</sup>
- Included in the Board packet is a Creative Maker Space business plan, prepared by Library Intern Garaun McKenzie

**Finance and Facilities:**

Approval of Bills:

Director de la Chapelle discussed invoices on the abstract of bills.

On a motion by Keri Mack, seconded by Richard Schaefer, to accept the abstract of bills – claims #1100-1120, in the amount of \$26,907.08 was unanimously carried and passed.

Approval of Budget Transfer:

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

Increase appropriated Capital Reserve (6-0514) (A/C 6-0878) by	<u>\$13,452.00</u>
Total increase in appropriation:	<u>\$13,452.00</u>

Increase appropriation Capital Outlay (6-0960) (A/C 6-7410-000-3000) by	<u>\$13,452.00</u>
Total increase in appropriation:	<u>\$13,452.00</u>

Approval of Coffee Bar Lease Agreement:

Director de la Chapelle explained why the license fee will remain the same and a discussion followed.

On a motion by Richard Schaefer, seconded by Betsy Baker, to accept the Coffee Bar Lease Agreement as presented, was unanimously carried and passed.

**Personnel and Policies:**

Director Evaluation:

Jennifer Creedon asked that the evaluations are returned by May 8<sup>th</sup>, which will then be compiled and summarized at the next Board meeting.

**Old Business:**

Trustee Vacancy:

Richard stated that Daniel Monette is interested and has forwarded his name to the Mayor. Director de la Chapelle stated Joel Wood and Matthew Waite expressed interest and that she would follow up with them and see that they forward their names to the Mayor.

**New Business:**

No new business was discussed.

**Next Meeting:**

The next meeting will be held May 22, 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 4:54 PM.

**LIST OF MOTIONS**

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