

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
June 26, 2018

Call to Order:

The meeting was called to order at 4:28 PM by President Shirley O'Connell

Trustees Present:

Shirley O'Connell, President; Jennifer Creedon, Secretary; Betsy Baker, David Monette and Richard Schaefer

Trustee Excused:

Keri Mack

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

Welcome New Trustee:

President O'Connell welcomed new Trustee, David Monette.

Oath of Office:

Jamie Parrotte administered the Oath of Office to Betsy Baker & Jennifer Creedon as their terms were renewed, and to new Trustee David Monette.

Public Forum:

No one addressed the Board.

Clinton Essex Franklin Library System Liaison:

Betsy Brooks reported Steven Kenworthy has been selected as the new Director and will begin on Monday, July 2nd.

Approval of Minutes:

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the Regular Meeting Minutes of May 22, 2018 was carried and passed with one abstention.

Director's Report:

Director de la Chapelle added the following to her written report:

- Distributed Summer Reading Program (SRP) and PBS Kids Read Program handouts, stating the SRP begins next week, with the addition of teen programming
- Mary Heffernan, Library Clerk has announced her retirement after 20 years with the Library
- Today the solar panels will be installed for the marble machine and it is close to being completed
- Discussed the national trend to eliminate fines for Children's materials and to lower the current processing charge of \$10 to \$3. The revised Circulation Policy with these changes has been sent to the Policy Committee for review and recommendation for approval. Discussion followed regarding the waiving of juvenile fines.

Finance and Facilities:

President O’Connell asked if anyone was interested in chairing the Finance and Facilities committee. Discussion followed regarding the duties.

Approval of Bills:

On a motion by Betsy Baker, seconded by Richard Schaefer, to accept the abstract of bills – claims #1143-1167, in the amount of \$11,955.81 was unanimously carried and passed.

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>\$2,943.00</u>
Total increase in appropriation:	\$2,943.00
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Increase appropriation Capital Outlay (6-0960)	
(A/C 6-7410-000-3000) by:	<u>\$2,943.00</u>
Total increase in appropriation:	\$2,943.00

Personnel and Policies:

Director Evaluation:

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

Old Business:

Trustee Vacancy:

Director de la Chapelle stated she sent names to the Mayor and David Monette was appointed.

Discussion followed regarding two other candidates who have declined to serve. President O’Connell suggested asking Steve Wood, who is a local CPA to join the Board.

New Business:

Circulation Policies:

On a motion by Jennifer Creedon, seconded by Richard Schaefer, unanimously carried and passed, to revise and adopt the Circulation Policies as presented.

Executive Session:

On a motion by Jennifer Creedon, seconded by Richard Schaefer, unanimously carried and passed, the Board voted to go into Executive Session at 4:48 PM, to discuss the employment history of an individual.

On a motion by Richard Schaefer, seconded by Shirley O’Connell, unanimously carried and passed, the Board voted to come out of Executive Session at 5:04 PM.

Next Meeting:

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

Adjournment:

On a motion by Richard Schaefer, seconded by Betsy Baker, unanimously carried and passed, the Board moved to adjourn at 5:25 PM.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

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