

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
August 28, 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, Secretary; Jennifer Creedon, Secretary; Betsy Baker, David Monette

Representatives & Public 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; Felicia Herzog, and Betsy Smith, AFSCME Representative

Public Forum:

No one addressed the Board.

Clinton Essex Franklin Library System Liaison:

Betsy Brooks reported that the Board approved and signed the 2018 Central Library Development Aid (CLDA) & Central Book Aid (CBA) budgets and the vacant librarian position has been filled.

Approval of Minutes:

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the Regular Meeting Minutes of June 26, 2018 and July 24, 2018, was carried and passed.

Director's Report:

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

- Had a great summer and the middle school children will be back soon
- The artists are working on the marble machine, but the filament they use for the auger deteriorated faster than anticipated, so they are looking into another type of filament to use
- Several city managers met with the Mayor yesterday to discuss the 2019 budget and all departments were asked to take a 3% cut. Also, the managers were informed that the city has contracted with PrimeLink to take over the management of IT services for \$83,000/yr., which will be allocated across the departments based on usage. For the Library, this would be an increase from \$6,300 to \$13,598 for telephone and internet costs. Director de la Chapelle then distributed a revised 2019 budget reflecting telephone/IT, health insurance, and retirement increases.
- Director de la Chapelle thanked Betsy Brooks for all her help with the CLDA & CBA budgets

Finance and Facilities:

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the abstract of bills – claims #1186-1209, in the amount of \$6,666.13 was unanimously carried and passed.

Approval of 2019 Requested Library Budget:

Director de la Chapelle recommended that the Board approve the revised budget as presented.

On a motion by Keri Mack, seconded by David Monette, unanimously carried and passed, to approve the 2019 Requested Library Budget as presented.

Old Business:

Trustee Vacancy:

President O'Connell discussed the resignation of Richard Schaefer, due to his workload, and suggested Erin McGill as his possible replacement. Shirley also introduced Felicia Herzog who is possibly interested in joining the Board. After introductions, Director de la Chapelle discussed the appointment procedure for interested candidates, as well as meeting dates and times.

New Business:

Approval of 2018 Central Book Aid Budget:

Director de la Chapelle presented a revised budget that had updated dates for the databases and stated both budgets were approved by the CEF Board yesterday.

On a motion by Betsy Baker, seconded by Keri Mack, unanimously carried and passed, to approve the 2018 Central Book Aid Budget as presented.

Approval of 2018 Central Library Development Aid Budget:

On a motion by David Monette, seconded by Betsy Baker, unanimously carried and passed, to approve the 2018 Central Library Development Aid Budget as presented.

Next Meeting:

The next meeting will be held September 25, 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 4:57 PM.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

Approval of Minutes:

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the Regular Meeting Minutes of June 26, 2018 and July 24, 2018, was carried and passed.

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Betsy Baker, to accept the abstract of bills – claims #1186-1209, in the amount of \$6,666.13 was unanimously carried and passed.

Approval of 2019 Requested Library Budget:

On a motion by Keri Mack, seconded by David Monette, unanimously carried and passed, to approve the 2019 Requested Library Budget as presented.

Approval of 2018 Central Book Aid Budget:

On a motion by Betsy Baker, seconded by Keri Mack, unanimously carried and passed, to approve the 2018 Central Book Aid Budget as presented.

Approval of 2018 Central Library Development Aid Budget:

On a motion by David Monette, seconded by Betsy Baker, unanimously carried and passed, to approve the 2018 Central Library Development Aid Budget as presented.

Adjournment:

On a motion by Jennifer Creedon, seconded by Betsy Baker, unanimously carried and passed, the Board moved to adjourn at 4:57 PM.