

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
October 23, 2018

**Call to Order:**

The meeting was called to order at 4:39 PM by President Shirley O'Connell

**Trustees Present:**

Shirley O'Connell, President; Keri Mack, Vice President; Jennifer Creedon, Secretary; and David Monette

**Trustee Excused:**

Betsy Baker

**Representatives & Public Present:**

Betsy Brooks, Clinton Essex Franklin Library System (CEF) Liaison; Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Jamie Parrotte, PPL Administrative Assistant, and Betsy Smith, AFSCME Representative

**Public Forum:**

No one addressed the Board.

**Clinton Essex Franklin Library System Liaison:**

Betsy Brooks had no report.

**Approval of Minutes:**

On a motion by Jennifer Creedon, seconded by David Monette, to accept the Regular Meeting Minutes of September 25, 2018 was carried and passed.

**Director's Report:**

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

- The Dept. of Public Works came today and filled a pothole in the driveway
- The five year lease for two multifunction copier machines has expired and will be replaced with new ones for \$20 less per month
- City IT held a training session today, in the computer center, for the Community Development Office
- A man had a seizure today in the stacks and 911 was called
- We are waiting for the large plate glass window in the front of the library to be replaced
- A budget narrative for the City Council was included in the packet
- Distributed the October calendar of programming events for the library

**Finance and Facilities:**

Jamie Parrotte reviewed the abstract of bills. Discussion followed regarding the window replacement cost. Director de la Chapelle reviewed the Y-T-D expenditure report.

Approval of Bills:

On a motion by David Monette, seconded by Keri Mack, to accept the abstract of bills – claims #1233 - 1255, in the amount of \$8,624.98 was unanimously carried and passed.

**Old Business:**

Trustee Vacancy:

Director de la Chapelle stated that she hasn't heard from Erin McGill or Sarah Jennette who expressed interest in joining the Board. Keri Mack stated that Erin was definitely interested and is updating her resume. Discussion followed regarding recruiting a CPA to join the Board.

**New Business:**

No new business was discussed.

**Next Meeting:**

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

**Adjournment:**

On a motion by Keri Mack, seconded by David Monette, unanimously carried and passed, the Board moved to adjourn at 4:49 PM.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

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**Approval of Bills:**

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