

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2018

**Call to Order:**

The meeting was called to order at 4:30 pm by Secretary Jennifer Creedon

**Trustees Present:**

Jennifer Creedon, Secretary; Betsy Baker, and David Monette

**Trustees Excused:**

Keri Mack and Shirley O'Connell

**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 but offered holiday greetings from CEF.

**Approval of Minutes:**

On a motion by Betsy Baker, seconded by David Monette, to accept the Regular Meeting Minutes of October 23, 2018 and November 27, 2018, were unanimously carried and passed.

**Director's Report:**

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

- The Community Development office is hosting two information sessions at the library tonight and tomorrow night
- The police were called for a disorderly patron, who is now permanently banned
- The website is almost up and ready, waiting for PrimeLink to complete the final piece
- Had a suggestion for an Amnesty Week, January 14-19, 2019 and would like Board approval

**Finance and Facilities:**

Jamie Parrotte reviewed the abstract of bills. Director de la Chapelle reviewed the Y-T-D expenditure report.

Approval of Bills:

On a motion by Betsy Baker, seconded by Jennifer Creedon, to accept the abstract of bills – claims #1277 - 1311, in the amount of \$16,695.13, was unanimously carried and passed.

**Personnel and Policies:**

Approval of the City of Plattsburgh Personnel Policy and Procedure Manual:

On a motion by Jennifer Creedon, seconded by Betsy Baker, to adopt the City of Plattsburgh Personnel Policy and Procedure Manual as presented, was unanimously carried and passed.

**Old Business:**

Trustee Vacancy:

Jamie stated she reached out to Don Moore for suggestions.

**New Business:**

Amnesty Week for Overdue Fines:

On a motion by Betsy Baker, seconded by David Monette, to approve an Amnesty Week, January 14-19, 2019, for overdue fines when bringing a donation for the Interfaith Food Shelf, was unanimously carried and passed.

**Next Meeting:**

The next meeting will be held January 22, 2019 at 4:30pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Betsy Baker, seconded by David Monette, unanimously carried and passed, the Board moved to adjourn at 4:46 pm.

Transcribed by Jamie Parrotte