

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
February 26, 2019

Call to Order:

The meeting was called to order at 4:34 pm by President Shirley O'Connell

Trustees Present:

Shirley O'Connell, President; Keri Mack, Vice President; Jennifer Creedon, Secretary; and Elizabeth Baker

Trustee Absent:

David Monette

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:

No one addressed the Board.

Clinton Essex Franklin Library System Liaison:

Betsy Brooks reported the following:

- A title search is in process regarding the shared driveway
- A couple of us from CEF are going to Advocacy Day tomorrow to meet with Sen. Betty Little, and Assemblymen Billy Jones & Dan Stec, and would be happy to pass on any thoughts you may have

Approval of Minutes:

On a motion by Keri Mack, seconded by Elizabeth Baker, to accept the Regular Meeting Minutes of January 22, 2019, were unanimously carried and passed.

Director's Report:

Director de la Chapelle reported the following:

- In the process of gathering quotes for the Public Library Construction Grant, then will rank them in order of importance for the Board to consider
 - Submitted the Annual Report to the system, which requires Board approval
 - The Library hasn't closed due to inclement weather in the last five years
- Discussion followed regarding the City's new parking regulation.

Finance and Facilities:

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the abstract of bills – claims #1317-1336, in the amount of \$8,368.37, was unanimously carried and passed.

Resolution to Pay Bills:

On a motion by Keri Mack, seconded by Jennifer Creedon, to approve operation payments to the City of Plattsburgh for water, sewer, refuse and electricity; NYSEG (gas), Pitney Bowes (postage meter), US Bank Equipment Finance (copier lease), and PrimeLink (telephone). Payments in excess of 50% of the previous period's payment will still require Board approval, was unanimously carried and passed.

Budget Transfer:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to approve the transfer of funds to the Capital Reserve Fund "Library Capital Reserve Bank Account (Restricted Funds)", was unanimously carried and passed:

Decrease appropriation from Unappropriated Fund Balance
(A/C 6-0908) by \$ 75,000.00

Total Decrease in Unappropriated Fund Balance: \$ 75,000.00

Increase appropriation to Capital Reserve Fund (A/C 6-9560-000-9000) by	<u>\$ 75,000.00</u>
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Total increase in appropriations:	\$ 75,000.00
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Correspondence:

A letter from the Plattsburgh Interfaith Food Shelf was included in the Board packet, thanking the Library for Food Donations received.

Old Business:

Trustee Vacancy:

Director de la Chapelle stated she forwarded Leah Sweeney's resume and letter of interest to the Mayor, but hasn't heard back.

New Business:

Election of Officers:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the Slate of Officers for 2019 was unanimously carried and passed:

President: Shirley O'Connell

Vice President: Keri Mack

Secretary: Jennifer Creedon

Treasurer: Richard Marks, City Chamberlain (an ex-officio member of the Board)

Oath of Office:

Jamie Parrotte administered the Oath of Office to the Board.

Conflict of Interest Questionnaire:

Jamie collected Conflict of Interest questionnaires from the Trustees.

Approval of 2018 Annual Report for Public and Association Libraries:

Director de la Chapelle briefly discussed the annual report and asked for approval.

On a motion by Keri Mack, seconded by Jennifer Creedon, to accept the 2018 Annual Report for Public and Association Libraries as presented was unanimously carried and passed.

Next Meeting:

The next meeting will be held March 26, 2019 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Jennifer Creedon, seconded by Keri Mack, unanimously carried and passed, the Board moved to adjourn at 4:53 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

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