

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
February 25, 2020

**Call to Order:**

The meeting was called to order at 4:32 pm by President Shirley O'Connell

**Trustees Present:**

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

**Trustees Absent:**

Keri Mack and David Monette

**Representatives & Staff Present:**

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:**

No one was available to report.

**Approval of Minutes:**

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the Regular Meeting Minutes of January 28, 2020, were unanimously carried and passed.

**Director's Report:**

Director de la Chapelle reported the following in addition to her written report:

- City Police came into the library to arrest a man wanted in Warren County. The arrest was not library related, police just happened to track the man to the library.
- Colleen Pelletier's last day was Friday, Feb. 21<sup>st</sup>
- The Friends of the Library have committed to give the library \$2,500. Their membership has dwindled and they are seeking new leadership.

**Finance and Facilities:**

Approval of Bills:

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, to accept the abstract of bills – claims #1571-1587, in the amount of \$12,077.84, was unanimously carried and passed.

Resolution to Pay Bills:

On a motion by Elizabeth Baker, 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.

**Old Business:**

Trustee Vacancy:

Director de la Chapelle stated David Perry lives out of the City, and hasn't heard back from Bill Wood. President O'Connell recommended two (2) potential candidates from a local CPA firm. She will also ask Ron Marino and see if he'd be interested in serving.

**New Business:**

Election of Officers:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the Slate of Officers for 2020 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 Board.

Approval of 2019 Annual Report for Public and Association Libraries:

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

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the 2019 Annual Report for Public and Association Libraries as presented was unanimously carried and passed.

**Next Meeting:**

The next meeting will be held March 24, 2020 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, 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 Elizabeth Baker, to accept the Regular Meeting Minutes of January 28, 2020, were unanimously carried and passed.

**Approval of Bills:**

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, to accept the abstract of bills – claims #1571-1587, in the amount of \$12,077.84, was unanimously carried and passed.

**Resolution to Pay Bills:**

On a motion by Elizabeth Baker, 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.

**Election of Officers:**

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the Slate of Officers for 2020 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)

**Approval of 2019 Annual Report for Public and Association Libraries:**

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the 2019 Annual Report for Public and Association Libraries as presented was unanimously carried and passed.

**Adjournment:**

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