

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

Call to Order:

The meeting was called to order at 4:30 pm by President Shirley O'Connell

Trustees Present:

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

Trustee Absent:

Keri Mack

Representatives & Staff Present:

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Patrick McFarlin, City of Plattsburgh Liaison; Jamie Parrotte, Administrative Assistant; and Betsy Smith, AFSCME Representative

Public Forum:

No one addressed the Board.

Oath of Office:

Jamie Parrotte administered the Oath of Office to David Monette.

Clinton Essex Franklin Library System Liaison:

No one was available to report.

Approval of Minutes:

On a motion by Elizabeth Baker, seconded by David Monette, to accept the Regular Meeting Minutes of February 25, 2020; March, 24, 2020; April 28, 2020; May 26, 2020; June 23, 2020; July 28, 2020; were unanimously carried and passed.

Director's Report:

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

- Annual Report: The State approved our annual report that was submitted and approved by the Board in February
- Reopening Plan: Some libraries are trying to open for browsing, but now with the Essex County outbreak, libraries are pulling back on all reopening plans
- 2021 Library Budget: No dates have been set for the Library to present its budget to the Council. Discussion followed regarding library cuts and the City's IT provider.

Finance and Facilities:

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the abstract of bills – claims #1664 - 1681, in the amount of \$4,913.59, were unanimously carried and passed.

Personnel & Policies:

Approval of Revised Circulation Policies:

On a motion by David Monette, seconded by Jennifer Creedon, to approve the Revised Circulation Policies as presented, were unanimously carried and passed.

Approval of the Waiving of Old Library Fines:

Director de la Chapelle requested Board approval for old fines to be waived.

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, to approve the waiving of old library fines, was unanimously carried and passed.

Old Business:

Trustee Vacancy:

David Monette recommended Jennifer Boire and Elaine Ostry as potential Trustees. After discussion, the Board asked David to email his recommendations to Patrick, as Board Liaison, and Patrick would then submit the nominations to the Mayor for appointment on behalf of the Board.

New Business:

Approval of Elevator Air Purifier:

Director de la Chapelle explained how the expense of the purifier will be added to the Public Library Construction Grant she is applying for.

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to authorize the purchase of a Cab Air Purifier from Otis Elevator for \$3,500, was unanimously carried and passed.

Donations to the Library:

Director de la Chapelle explained that she has set up a PayPal account and if the Board agrees, would like to add it to the Library's website and activate the account to begin receiving donations. The Board was in agreement.

Next Meeting:

The next meeting will be held on September 22, 2020 at 4:30 pm in the Reference Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, the Board moved to adjourn at 5:00 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

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