

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
January 26, 2021

Call to Order:

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

Trustees Present:

Shirley O’Connell, President; Jennifer Creedon, Secretary; Elizabeth Baker, David Monette, and Elaine Ostry

Trustee Excused:

Keri Mack

Representatives & Staff Present:

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Anne Jobin-Picard, Clinton Essex Franklin Library System (CEF) Liaison; Richard Marks, City Chamberlain/Treasurer; Jamie Parrotte, PPL Administrative Assistant; and Betsy Smith, AFSCME Representative

Welcome New Trustee:

President O’Connell welcomed new Trustee, Elaine Ostry.

Public Forum:

No one addressed the Board.

Clinton Essex Franklin Library System (CEF) Liaison:

Anne Jobin-Picard introduced herself as a CEF librarian, where she consults for about nine member libraries in the system, works on cataloging, as well as various other duties such as helping with back up deliveries, OCLC, interlibrary loan, and facilitating a French Conversation Group. She is here to help and answer as many questions as she can.

Approval of Minutes:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the Regular Meeting Minutes of October 27, 2020; November 24, 2020; and December 15, 2020 were unanimously carried and passed.

Director’s Report:

Director de la Chapelle reported that she attended the CEF Board meeting yesterday where they approved the updated Central Library Development Aid (CLDA) budget, stating payment would be made within two weeks.

Finance and Facilities:

Approval of Bills:

On a motion by Elizabeth Baker, seconded by David Monette, to accept the abstract of bills – claims #1774 - 1784, in the amount of \$4,573.84, were unanimously carried and passed.

Approval of 2021 Budget Transfers:

An adjustment is needed to finalize the 2021 Library Budget.

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, to approve the following budget transfers, were unanimously carried and passed:

Decrease estimated revenues to Rental Real Property	
(A/C 0000-6124-2410) by	\$1,950
Decrease estimated revenues to Overdue Charges	
(A/C 0000-6126-2613) by	<u>\$4,000</u>
Total decrease in estimated revenues:	<u>\$5,950</u>

Increase appropriation to Regular Payroll (A/C 6-7410-000-1100) by	\$22,000
Increase appropriation to NonPay Compensation (A/C 6-7410-000-1400) by	\$3,000
Increase appropriation to Other Equipment (A/C 6-7410-000-2500) by	\$1,000
Increase appropriation to Technical & Special Materials (A/C 6-7410-000-4330) by	\$18,000
Increase appropriation to Building & Grounds Supplies (A/C 6-7410-000-4340) by	\$4,000
Increase appropriation to Office Supplies (A/C 6-7410-000-4350) by	\$1,000
Increase appropriation to Water (A/C 6-7410-000-4412) by	\$1,600
Increase appropriation to Contracted Services (A/C 6-7410-000-4430) by	<u>\$8,626</u>
Total increase in appropriations:	\$59,226

Balance Sheet:

Richard Marks emailed an updated balance sheet to the Board which shows the financial position of the library. He stated the library had a healthy reserve and cash balance, and if anyone had any questions to please let him know.

Old Business:

No old business was discussed.

New Business:

Slate of Officers:

Jennifer Creedon stated she would contact Trustees and prepare a Slate of Officers for elections at the Annual meeting in February.

Fundraising:

David asked about current fundraising initiatives. Director de la Chapelle stated a PayPal account has been set up and added to the homepage of the library's website and Facebook page. A discussion followed regarding fundraising.

Next Meeting:

The next meeting will be held on February 23, 2021 at 4:30 pm via Zoom.

Adjournment:

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 4:43 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

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