

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
March 23, 2021

**Call to Order:**

The Zoom meeting was called to order at 4:34 pm by Secretary Creedon

**Trustees Present:**

Jennifer Creedon, Secretary; Elizabeth Baker, David Monette, and Elaine Ostry

**Trustee Excused:**

Shirley O'Connell

**Trustee Absent:**

Keri Mack

**Representatives & Staff Present:**

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Richard Marks, City Chamberlain/Treasurer; Jamie Parrotte, Administrative Assistant; and Sherry Silcio, 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 Elizabeth Baker, seconded by David Monette, to accept the Regular Meeting Minutes of January 26, 2021; and February 23, 2021, were unanimously carried and passed.

**Director's Report:**

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

- Due to staffing changes at the North Country Library System (NCLS), the whole project of merging the integrated library systems (ILS) is on hold indefinitely.
- Congratulations to Sherry Silcio for 20 years with the library.
- The library is open for browsing and it's been going great. The Computer Center is not open, but people can come in or email us, and we'll print items for them.
- There's a flyer in the Board packet regarding Library Giving Day, and we've already received a couple of \$100 donations today.

Discussion followed regarding the use of mailing lists for future fundraisers, as well as customer email addresses from the City's utility billing database.

**Finance and Facilities:**

Approval of Bills:

On a motion by David Monette, seconded by Elizabeth Baker, to accept the abstract of bills – claims #1800-1820, in the amount of \$8,225.95, was unanimously carried and passed.

Discussion followed regarding the telephone/IT management billing.

Resolution to Pay Bills:

On a motion by David Monette, seconded by Elizabeth Baker, to approve operation payments to the City of Plattsburgh for Electricity, Water, Sewer, and Refuse; NYSEG (Gas), FirstLight Fiber (Telephone), Symquest (Managed IT & Copier Lease), and Pitney Bowes (Postage Meter). Payments in excess of 50% of the previous period's payment will still require Board approval, were unanimously carried and passed.

**Old Business:**

No old business was discussed.

**New Business:**

Election of Officers:

On a motion by Jennifer Creedon, seconded by David Monette, to accept the Slate of Officers for 2021, was unanimously carried and passed:

President: Shirley O'Connell  
Vice President: Jennifer Creedon  
Secretary: Elizabeth Baker  
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:

Conflict of Interest questionnaires have been received by the Board.

Approval of Emergency Closure Policy:

Director de la Chapelle explained that this was an update from the original policy and asked for approval.

On a motion by Jennifer Creedon, seconded by David Monette, to accept the Emergency Closure Policy as presented, was unanimously carried and passed.

Approval of Health Emergency Plan:

Director de la Chapelle discussed the plan, which is due April 1<sup>st</sup> and asked for approval.

On a motion by Elizabeth Baker, seconded by David Monette, to accept the Health Emergency Plan as presented, was unanimously carried and passed.

**Next Meeting:**

The next meeting will be held April 27, 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 4:52 pm.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

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