

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
April 27, 2021

Call to Order:

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

Trustees Present:

Shirley O’Connell, President; Jennifer Creedon, Vice President; Elizabeth Baker, Secretary; Jacob Avery, and Elaine Ostry

Trustee Excused:

David Monette

Representatives & Staff Present:

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Richard Marks, City Chamberlain/Treasurer; Jamie Parrotte, Administrative Assistant; and Betsy Smith, AFSCME Representative

Welcome New Trustee:

President O’Connell welcomed new Trustee Jacob Avery.

Oath of Office:

Jamie Parrotte administered the Oath of Office to President O’Connell and Jacob Avery.

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 March 23, 2021, were unanimously carried and passed.

Director’s Report:

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

- Sally Kehoe has been re-hired as Library Page now that operations have increased
- The following clarifications were given regarding errors made in a recent newspaper article; the library is open for browsing, library materials are quarantined for two days, and you have to make an appointment to visit the Children’s Room or use public computers

Finance and Facilities:

Approval of Bills:

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, to accept the abstract of bills – claims #1821-1841, in the amount of \$16,026.42, was unanimously carried and passed.

Approval of Budget Transfer:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to approve to the following budget transfer:

Decrease appropriation to Telephone (A/C 6-7410-000-4414) by	\$7,633
<hr/>	
Increase appropriation to Contracted Services (A/C 6-7410-000-4430) by	\$7,633

Approval of Corporate Authorization Resolution:

On a motion by Jacob Avery, seconded by Elizabeth Baker, to approve the NBT Bank Corporate Authorization Resolution (Tillson Trust) as presented, was unanimously carried and passed.

Personnel and Policies:

Approval of State of Emergency Policy:

On a motion by Jennifer Creedon, seconded by Elaine Ostry, to approve the State of Emergency Policy as presented, was unanimously carried and passed.

Correspondence:

Director de la Chapelle referred to complimentary letters, regarding library services and staff that were included in the Board packet.

Old Business:

Trustee Renewal:

David Monette will be asked to renew his term.

New Business:

Next Meeting:

After discussion, it was decided the Board would meet through Zoom at the May meeting before meeting in person.

Volunteers:

Discussion followed regarding volunteer opportunities.

Next Meeting:

The next meeting will be held May 25, 2021 at 4:30 pm via Zoom.

Adjournment:

On a motion by Elaine Ostry, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 4:47 pm.

LIST OF MOTIONS

Approval of Minutes:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to accept the Regular Meeting Minutes of March 23, 2021, 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 #1821-1841, in the amount of \$16,026.42, was unanimously carried and passed.

Approval of Budget Transfer:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to approve to the following budget transfer:

Decrease appropriation to Telephone (A/C 6-7410-000-4414) by	\$7,633
<hr/>	
Increase appropriation to Contracted Services (A/C 6-7410-000-4430) by	\$7,633

Approval of Corporate Authorization Resolution:

On a motion by Jacob Avery, seconded by Elizabeth Baker, to approve the NBT Bank Corporate Authorization Resolution (Tillson Trust) as presented, was unanimously carried and passed.

Approval of State of Emergency Policy:

On a motion by Jennifer Creedon, seconded by Elaine Ostry, to approve the State of Emergency Policy as presented, was unanimously carried and passed.

Adjournment:

On a motion by Elaine Ostry, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 4:47 pm.