



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, January 25, 2022  
4:30 p.m.  
Agenda

Due to COVID-19, the Library will hold its  
Board of Trustees Meeting via Zoom

- I. Call to Order
- II. Public Forum
- III. \*Approval of Minutes
- IV. Director's Report
- V. Committee Reports
  - A. Finance and Facilities
    - 1. \*Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Next Meeting – February 22<sup>nd</sup>
- IX. \*Adjournment

*\* Asterisks are items for board action*

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
December 14, 2021

**Call to Order:**

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

**Trustees Present:**

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

**Representatives & Staff Present:**

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; and Jamie Parrotte, PPL Administrative Assistant

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Elizabeth Baker, seconded by Elaine Ostry, to accept the Regular Meeting Minutes of October 26, 2021; and November 23, 2021 were unanimously carried and passed.

**Director’s Report:**

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

- Discussed the bids for Roof Replacement project
- Received \$93,040 in Central Library Development Aid (CLDA) for 2021
- Will be vacation leave tomorrow and returning on January 4<sup>th</sup>

**Finance and Facilities:**

Approval of Budget Transfer:

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

Decrease appropriated Capital Reserve (6-0514)	
(A/C 6-0878) by	<u>\$4,500.00</u>
Total decrease in appropriation:	\$4,500.00
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Increase appropriation Capital Outlay (6-0960)	
(A/C 6-7410-000-3000) by	<u>\$4,500.00</u>
Total increase in appropriation:	\$4,500.00

Approval of Bills:

On a motion by David Monette, seconded by Elaine Ostry, to accept the abstract of bills – claims #1994-2018, in the amount of \$24,494.44, were unanimously carried and passed.

**Old Business:**

Approve Notice of Award for Roof Replacement Project:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, to approve the *Notice of Award* to Monahan & Loughlin, LLC, in the amount of \$377,000 for the Library Roof Replacement project, was unanimously carried and passed.

**New Business:**

Approve Change in Library Hours:

On a motion by Elaine Ostry, seconded by Jacob Avery, to change the Library’s open hours on Tuesday, Wednesday, and Thursday from 9:00 am – 8:00 pm to 9:00 am – 7:30 pm, beginning January 3, 2022, was unanimously carried and passed.

**Next Meeting:**

The next meeting will be held January 25, 2022 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Jennifer Creedon, seconded by David Monette, unanimously carried and passed, the Board moved to adjourn at 4:44 pm.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

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## Director's Report January 25, 2022

The Library budget was passed by City Council. It is back to our previous level, minus the decrease in NY State Retirement. We are grateful to the Mayor and Council for valuing the services the Library provides to our community. Our new City Council Liaison is Jennifer Tallon.

The City gave us extra KN95 masks from the community give away recently. All staff are encouraged to move away from cloth masks.

The City is using SymQuest to move to Google Workspace. Some of our older technology is being removed or replaced. Staff support will be provided. Unfortunately, we will keep our long email addresses.

Jennifer Stone and I attended a meeting of the Oats group (founders of Senior Planet) and NNYLN to hear about their plan to use libraries to offer the Senior Planet training to older community members. This is a partnership with CEFLS and NCLS. While they received ARPA grant funding in the amount of \$237,092, the only compensation to libraries is \$2,000 - \$3,000 for our efforts. They are hoping for 20 libraries to participate. There are a series of twice weekly training sessions to attend this spring, and then the course must be offered by December. This is a general description of the program from the Oats information documents:

*Courses typically meet twice a week for either five or ten weeks, and each session lasts 75 minutes. Class sessions involve a combination of discussion of new topics and hands-on, practical application of technology skills. OATS provides a detailed, printed course book for each participant to keep after the end of the course.*

The new Executive Director of NYLA is AnnaLee Dragon of the Kinderhook Memorial Library. AnnaLee has been a member of the LAMS Board for many years, and feel that she will bring much needed fiscal and programmatic knowledge to the organization. She begins February 14<sup>th</sup>.

Our new hours are working well. No complaints from anyone, including groups using our spaces in the evening. Staff are appreciative!

We are shifting from plastic bags to legal paper to wrap books for our grab and go program.

Submitted by: Anne de la Chapelle, Library Director

Submitted for audit and consideration through an email polling of the  
Plattsburgh Public Library Board of Trustees on January 25, 2022

<i>Claim #</i>	<i>Code</i>	<i>Vendor Name</i>	<i>Object of Expense</i>	<i>To Be Encumbered</i>	<i>Expended</i>	<i>Total</i>
<b>0-2500 Other Equipment</b>						
2019		Cybrarian Corp.	Cybrarian Software Renewal	909.45		
2020		Zoom Video Comm.	Standard Pro Licenses (2)	299.80		<b>1,209.25</b>
<b>0-4330 Technical Materials &amp; Supplies</b>						
2021		Amazon	Misc. Juv (2 Titles)	28.70		
2022		Midwest Tape	Misc. ADBs (2 Titles)	84.98		<b>113.68</b>
<b>0-4340 Building &amp; Grounds Supplies</b>						
2023		Commercial Sales	Misc. Janitorial Supplies - Jan	107.35		<b>107.35</b>
<b>0-4350 Office Supplies</b>						
2024		Staples Business	Misc. Office Supplies - Jan	131.89		<b>131.89</b>
<b>0-4430 Contracted Services</b>						
2025		ATIS Elevator Inspections	NYS Required Semi-Automatic Periodic QEI Inspection	300.00		
2026		CEF Library System	Automation Contract for 2022	5,618.55		
2027		No. Co. Cleaners	Cleaning Services - Jan	1,050.00		
2028		Press-Republican	Advertisement for Roof Replacement Bids (Part of PLCG 2019-20)	158.47		<b>7,127.02</b>
<b>0-4431 Printing &amp; Copying</b>						
2029		Konica Minolta	Copier Lease Fee - Jan		239.76	<b>239.76</b>
<b>TOTAL:</b>				<b>\$8,689.19</b>	<b>\$239.76</b>	<b>\$8,928.95</b>

TO: Richard A. Marks, City Chamberlain

You are hereby authorized to pay to the several claimants and vendors above, listed from money properly appropriated and which is hereby certified to be available, therefore, the amounts shown opposite the several names as set forth above, the aggregate of which is \$8,928.95 for which claim vouchers were audited and approved by the Plattsburgh Public Library Board at which such payments were duly authorized, through an email polling on 1/25/2022

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Shirley O'Connell President

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Jennifer Creedon Vice President