



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, February 22, 2022  
4:30 p.m.  
Agenda

Annual Meeting

- 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 Budget Adjustment
    - 2. \*Approval of Bills
    - 3. \*Resolution to Pay Bills – Annual
- VI. Old Business
- VII. New Business
  - A. \*Election of Officers – Annual
  - B. Oath of Office – Annual
  - C. Conflict of Interest Questionnaire – Annual
  - D. \*Approval of 2021 Annual Report
- VIII. Next Meeting – March 22<sup>nd</sup>
- IX. \* Adjournment

*\* Asterisks are items for board action*

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
January 25, 2022

**Call to Order:**

The meeting was called to order via Zoom at 4:33 pm by Vice President Creedon

**Trustees Present:**

Jennifer Creedon, Vice President; Elizabeth Baker, Secretary; Jacob Avery, and Elaine Ostry

**Trustees Excused:**

David Monette and Shirley O'Connell

**Representatives & Staff Present:**

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

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, to accept the Regular Meeting Minutes of December 14, 2021 were unanimously carried and passed.

**Director's Report:**

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

- Although it is a great effort by Senior Planet and its partnerships, it was decided not to move forward with the OATS program due to staff and space availability
- The move from plastic bags to paper wrappings is going well for our grab and go program

**Finance and Facilities:**

Approval of Bills:

On a motion by Jacob Avery, seconded by Elizabeth Baker, to accept the abstract of bills – claims #2019-2029, in the amount of \$8,928.95, were unanimously carried and passed.

**Old Business:**

No old business was discussed.

**New Business:**

No new business was discussed.

**Next Meeting:**

The next meeting will be held February 22, 2022 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Elizabeth Baker, seconded by Elaine Ostry, unanimously carried and passed, the Board moved to adjourn at 4:39 pm.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

**Approval of Minutes:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, to accept the Regular Meeting Minutes of December 14, 2021 were unanimously carried and passed.

**Approval of Bills:**

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**Adjournment:**

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Director's Report February 22, 2022

2.22.22

Plans for the roof replacement are progressing. The lay down area will be the western end of the Arnie Pavone Memorial Parking Plaza. One half of our side of the driveway will be fenced off and dumpsters placed there. We have a contract with KAS for asbestos monitoring. The tentative start date is the end of March. We expect the project to last six weeks. .

Our Page, Jeffrey Golden, passed away January 30<sup>th</sup> at home. We have been in touch with his sister and extended our condolences. We have begun to accept applications for the position.

On February 22<sup>nd</sup> at 10:00 a.m., the Valcour Battle Chapter Sons of the American Revolution will present the library with a copy of Jack Kelly's new book *Valcour: The 1776 Campaign That Saved the Cause of Liberty*. It was presented by former Plattsburgh Library Director, Stan Ransom as Chaplin of the Valcour Battle Chapter SAR.

Thank you to Sarah for her reports, and Jamie for her work on the *Annual Report for Public & Association Libraries* which is included in the packet for your approval. It will next go to CEFLS for review and then to the State Library by March 15<sup>th</sup>.

Sarah has weeded almost our entire collection over the past 2 years. The shelves have been wiped clean and the books rearranged. It looks great and circulation should increase. Sarah is the master of collection maintenance!!

I closed the library on Friday February 4<sup>th</sup> due to the snow and wind. The board and Mayor were notified.

Our move to Gmail is complete and everyone seems happy. The City and Symquest provided great support.

Submitted by: Anne de la Chapelle, Library Director

## Finance Committee Report:

### 1. Approval of Budget Adjustment

The following is a motion to adjust funds from the Capital Reserve fund to the Capital Outlay expense fund to pay for capital expenditures to date:

Increase: Library Capital Outlay	7410000-3000	<u>\$2,108.47</u>
Increase: Library Appropriated Fund Balance	7-0599	<u>\$2,108.47</u>

### 2. Approval of Abstract of Bills

See attached abstract of bills.

### 3. Resolution to Pay Bills – Annual

A motion to approve operation payments to the City of Plattsburgh for Electricity, Water, Sewer, and Refuse; NYSEG (Gas), FirstLight Fiber (Telephone), K&S 104, Inc. (Managed IT), 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.

**Considered for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held February 22, 2022**

<b>Claim #</b>	<b>Code</b>	<b>Vendor Name</b>	<b>Object of Expense</b>	<b>To Be Encumbered</b>	<b>Expended</b>	<b>Total</b>
<b>0-2500 Other Equipment</b>						
2030		Amazon	Internal Hard Drive	36.99		<b>36.99</b>
<b>0-3000 Capital Outlay</b>						
2031		AEDA, P.C.	Construction Inspection Phase - Roof Project (Part of PLCG 2019-20)	1,950.00		
2032		Press-Republican	Advertisement for Roof Replacement Bids (Part of PLCG 2019-20) <i>*Moved from Contracted Services #2028</i>	158.47		<b>2,108.47</b>
<b>0-4330 Technical Materials &amp; Supplies</b>						
2033		Baker & Taylor, Inc.	Misc. Book Invoices - Jan	7,327.39		
2034		CEF Library System	Due North Subscription	70.00		
2035		Midwest Tape	Misc. DVDs (27) & ADBs (9)	919.64		<b>8,317.03</b>
<b>0-4340 Building &amp; Grounds Supplies</b>						
2036		Amazon	HEPA Replacement Filters	94.98		
2037		Commercial Sales	Misc. Janitorial Supplies - Feb	120.37		
2038		NYSEG	Gas Charges - Dec		1,064.34	
2039		NYSEG	Gas Charges - Jan		1,542.03	<b>2,821.72</b>
<b>0-4350 Office Supplies</b>						
2040		Amazon	Misc. Office Supplies - Feb	77.94		
2041		Staples	Misc. Office Supplies - Feb	105.88		<b>183.82</b>
<b>0-4411 Electricity</b>						
2042		City of Plattsburgh	Electricity Charges - Jan		1,313.74	<b>1,313.74</b>
<b>0-4412 Water</b>						
2043		City of Plattsburgh	Water Charges - Jan		253.16	<b>253.16</b>
<b>0-4413 Sewer</b>						
2044		City of Plattsburgh	Sewer Charges - Jan		116.26	<b>116.26</b>
<b>0-4414 Telephone</b>						
2045		FirstLight Fiber	Phone Charges - Jan		395.39	
2046		K&S 104, Inc.	Managed IT - Jan		534.54	
2047		SymQuest	Safetynet Managed Plus Google - Jan		898.20	<b>1,828.13</b>
<b>0-4430 Contracted Services</b>						
2048		City of Plattsburgh	Refuse - Jan		34.65	
2049		Johnson Controls	Annual Fire Alarm Test & Inspection (Main Panel)	684.04		
2050		No. Co. Cleaners	Janitorial Services - Feb	1,050.00		<b>1,768.69</b>
<b>0-4431 Printing &amp; Copying</b>						
2051		Konica Minolta	Copier Lease Fee - Feb		239.76	<b>239.76</b>
<b>0-4451 Repairs to Building</b>						
2052		Adk Affordable Plumbing	Replacement Faucet in Café	196.00		<b>196.00</b>

**Considered for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held February 22, 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>0-4462 Conferences</b>						
2053		NYLA	Organizational Membership	300.00		<b>300.00</b>
<b>0-4470 Postage</b>						
2054		Purchase Power	Postage Meter Refill - 1/19/22		201.00	<b>201.00</b>
<b>TOTAL:</b>				<b>\$13,091.70</b>	<b>\$6,593.07</b>	<b>\$19,684.77</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 for which claim vouchers were audited and approved by the Plattsburgh Public Library Board at which such payments were duly authorized, at the meeting held on

\$19,684.77  
2/22/2022

\_\_\_\_\_  
Shirley O'Connell                      President

\_\_\_\_\_  
Jennifer Creedon                      Vice President

Plattsburgh Public Library  
Board of Trustees  
2022 Slate of Officers

The Nominating Committee offers the following  
Slate of Officers for 2022:

President: Shirley O'Connell

Vice President: Jennifer Creedon

Secretary: Elizabeth Baker

Treasurer: Richard A. Marks, Chamberlain,  
City of Plattsburgh  
(by law, an ex-officio member of  
the Board)

Respectfully submitted,

Jennifer Creedon





**Anne de la Chapelle**  
Library Director

**Plattsburgh Public Library**  
19 Oak Street  
Plattsburgh, NY 12901-2810  
(518) 563-0921  
[delachapellea@cityofplattsburgh-ny.gov](mailto:delachapellea@cityofplattsburgh-ny.gov)  
[www.plattsburghlib.org](http://www.plattsburghlib.org)

STATE OF NEW YORK

SS:

COUNTY OF CLINTON

Oath of Office administered to the entire Board of Trustees on February 22, 2022

We, Jacob Avery \_\_\_\_\_

Elizabeth Baker \_\_\_\_\_

Jennifer Creedon \_\_\_\_\_

David Monette \_\_\_\_\_

Shirley O'Connell \_\_\_\_\_

Elaine Ostry \_\_\_\_\_; do solemnly affirm that we

will support the Constitution of the United States, the Constitution of the State of New York, and that we will faithfully discharge the duties of the office of Trustee of the Plattsburgh Public Library according to the best of our ability.

Subscribed and sworn to before me  
this 22<sup>nd</sup> day of February, 2022

\_\_\_\_\_  
Jamie A. Parrotte  
Notary Public

## Conflict of Interest Questionnaire

Have you or any affiliated party (as defined in the Conflict Policy), had or engaged in, or do you know of any other individual that has or engaged in any of the following? (other than matters already fully disclosed, evaluated and resolved)

	Yes	No
1. a compensation arrangement or other interest in a transaction with the library;		
2. a compensation arrangement or other interest in or affiliation (subject to <i>de minimis</i> exceptions) with any entity or individual that: (a) sells goods or services to, or purchases goods or services from, the library; (b) competes with the library; or (c) the library has, or is negotiating, or contemplating negotiating, any other transaction or arrangement;		
3. used his or her position, or confidential information or the assets of the library to his or her (or an affiliated party's) personal advantage or for an improper or illegal purpose;		
4. solicited or accepted any gift, entertainment, or other favor where such gift might create the appearance of influence on the individual (other than gifts of nominal value, which are clearly tokens of respect and friendship unrelated to any particular transaction);		
5. acquired any property or other rights in which the library has, or the individual knows or has reason to believe at the time of acquisition that the organization is likely to have, an interest;		
6. an opportunity related to the activities of the library that is available to the library or to the individual, unless the Board has made an informed decision that the library will not pursue that opportunity;		
7. been indebted to the library, other than for amounts due for ordinary travel and expense advances; or		
8. any other circumstances that may, in fact or in appearance, make it difficult for the individual to exercise independence, objective judgment or otherwise perform effectively.		

If yes to any of the above please describe the relevant facts (attach a separate sheet if necessary):

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The answers to the foregoing questions are stated to the best of my knowledge and belief.

I also acknowledge that I have received, read and understood the Conflict of Interest Policy, and Whistleblower Policies of the Plattsburgh Public Library and agree that I have and will continue to abide by such policies.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed  
Name: \_\_\_\_\_

## Conflict of Interest Policy

This Conflict of Interest Policy of Plattsburgh Public Library has been adopted by the Board of Directors and is applicable to all current and former (within the last five years) directors, officers, as well as volunteers, independent contractors, substantial contributors and others who have the ability to exercise substantial influence over the library.

**A. General.** All directors, officers and staff owe a duty of loyalty to the library. The duty of loyalty requires that they exercise their powers in good faith and in the best interests of the organization, rather than in their own interests or the interests of another entity or person.

Conflicts between the interests of the Plattsburgh Public Library and the personal or financial interests of an individual may arise from time to time. Some conflicts of interest are illegal or may subject the library or its directors and officers to liability. Some conflicts of interest may be legal, but also unethical or may create an appearance of impropriety. Some conflicts of interest may be in the best interests of the organization so long as certain procedures are followed. This Conflict Policy is designed to assist the directors, officers and others in the library in identifying conflicts of interest and in handling them appropriately.

Neither the library nor any individual shall enter into any transaction or arrangement that involves an actual, potential, or apparent conflict of interest except in compliance with this Conflict Policy.

**B. Conflict of Interest.** A conflict of interest arises whenever the interests of the library come into conflict with a competing financial or personal interest of an individual or an affiliated party (as defined below), or otherwise whenever an individual's personal or financial interest could be reasonably viewed as affecting their objectivity or independence in fulfilling their duties to the library.

While it is not possible to anticipate all possible conflict situations, conflicts of interest typically arise whenever an individual, or any affiliated party has (directly or indirectly):

1. a compensation arrangement or other interest in a transaction with the library;
2. a compensation arrangement or other interest in or affiliation (subject to *de minimis* exceptions) with any entity or individual that: (a) sells goods or services to, or purchases goods or services from, the library; (b) competes with the library; or (c) the library has, or is negotiating, or contemplating negotiating, any other transaction or arrangement;

3. used his or her position, or confidential information or the assets of the library to his or her (or an affiliated party's) personal advantage or for an improper or illegal purpose;
4. solicited or accepted any gift, entertainment, or other favor where such gift might create the appearance of influence on the individual (other than gifts of nominal value, which are clearly tokens of respect and friendship unrelated to any particular transaction);
5. acquired any property or other rights in which the library has, or the individual knows or has reason to believe at the time of acquisition that the library is likely to have, an interest;
6. an opportunity related to the activities of the library that is available to the library or to the individual, unless the Board has made an informed decision that the library will not pursue that opportunity;
7. been indebted to the library, other than for amounts due for ordinary travel and expense advances; or
8. any other circumstances that may, in fact or in appearance, make it difficult for the individual to exercise independence, objective judgment or otherwise perform effectively.

**C. *Affiliated Party.*** "Affiliated party" means a member of the individual's family (including spouses (and their siblings), lineal ancestors and descendants, spouses of lineal descendants, siblings (and their spouses and children), and domestic partners), or any entity in which the individual (or any affiliated party) is a director, officer, or has a beneficial interest of more than 5%.

**D. *Disclosure of an Actual, Potential or Apparent Conflict of Interest.***

1. Conflict identification and analysis can be difficult and, therefore, individuals and other staff are at all times expected to err on the side of caution and bring to the attention of the President or Vice President of the Board all material facts of any matters that may involve conflicts of interest or be perceived by others to raise questions about potential conflicts even if the person does not believe that an actual conflict exists. Disclosures should be made in advance, before any action is taken on the matter.
2. In addition, each individual who currently serves as a director or officer or as a volunteer or independent contractor, or who is currently a substantial contributor or any person who currently has the ability to

exercise substantial influence over the library shall complete a Questionnaire Concerning Conflicts of Interest (attached) each year of their affiliation with the library, disclosing any actual, potential or apparent conflicts, and affirming that they have read, understand, and have and will continue to adhere to this Conflict Policy. They shall also submit a new Questionnaire disclosing any relevant change in circumstances. The Questionnaires shall be reviewed by the President of the Board and the appropriate committees.

***E. Evaluation of an Actual, Potential or Apparent Conflict of Interest.*** The Board will evaluate conflict disclosures and make other necessary inquiries to determine the extent and nature of any actual or potential conflict of interest and, if appropriate, investigate alternatives to the proposed transaction or arrangement. After disclosure of the potentially conflicting interest and all material facts, and after answering any questions, the interested person shall recuse himself or herself from deliberations and voting relating to the matter and shall refrain from attempting to influence other decision-makers relating to the matter. However, as a member of the Board or committee, an interested director may be counted in determining the establishment of the quorum at a meeting relating to the matter.

***F. Resolution of an Actual, Potential or Apparent Conflict of Interest.*** The library may enter into a transaction or other arrangement in which there is an actual or potential conflict of interest only if at a duly held meeting of the Board a majority of those directors (if a quorum is present at such time) who have no interest in the transaction or arrangement approve the transaction or arrangement after determining, in good faith and after reasonable inquiry, that:

1. entering into the transaction or arrangement is in the best interests of the library, while considering the library's mission and resources, and the possibility of creating an appearance of impropriety that might impair the confidence in, or the reputation of, the library (even if there is no actual conflict or wrongdoing);
2. the transaction or arrangement in its entirety, and each of its terms, are fair and reasonable to the library;
3. after consideration of available alternatives, the library could not have obtained a more advantageous arrangement with reasonable effort under the circumstances;
4. the transaction or arrangement furthers the library's mission and charitable purposes; and

5. the transaction or arrangement is not prohibited under state law and does not result in private inurement, an excess benefit transaction or impermissible private benefit under laws applicable to tax exempt organizations.

**G. *Records of Conflict Disclosures and Proceedings.*** The minutes of the Board or any committee meeting during which a potential or actual conflict of interest is disclosed or discussed shall reflect the name of the interested individual, the nature of the conflict, and details of the deliberations of the disinterested directors (such as documents reviewed, alternatives considered, comparative costs or bids, market value information and other factors considered in deliberations) and the resolution of the conflict including any ongoing procedures to manage any conflict that was approved. The interested person shall only be informed of the final decision and not of particular directors' positions. In addition, certain related party transactions are required to be disclosed in the notes to the library's audited financial statements and its annual federal tax filings.

**H. *Compliance.*** If the Board or the President has reasonable cause to believe that an individual has failed to comply with this Conflict Policy, they may make such further investigation as may be warranted in the circumstances and if they determine that an individual has in fact failed to comply with this Conflict Policy, they shall take appropriate action which may include removal from office or termination.

***Amendment.*** This Conflict Policy may be amended only by the Board.