



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, April 26, 2022
4:30 p.m.
Agenda

- 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
 - B. Personnel and Policies
 - 1. Director Evaluation – Due May 14th
- VI. Correspondence
- VII. Old Business
- VIII. New Business
- IX. Next Meeting – May 24th
- X. *Adjournment

** Asterisks are items for board action*

If you are unable to attend this meeting, please contact Jamie Parrotte at 536-7441
or parrottej@cityofplattsburgh-ny.gov as soon as possible.

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
March 22, 2022

Call to Order:

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

Trustees Present:

Shirley O'Connell, President; Jennifer Creedon, Vice President; Elizabeth Baker, Secretary; and Jacob Avery

Trustees Absent:

David Monette and Elaine Ostry

Representatives & Staff Present:

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Jamie Parrotte, 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 Elizabeth Baker, seconded by Jennifer Creedon, to accept the Regular Meeting Minutes of February 22, 2022, were unanimously carried and passed.

Director's Report:

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

- Roof Replacement Project: The contractors posted asbestos notices yesterday and will begin work on April 4th
- Coffee Bar: To date we haven't received any proposals from the public notice placed in the Press Republican

Finance and Facilities:

Approval of Budget Adjustment:

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

Increase:	Library Capital Outlay	7410000-3000 by	<u>\$159,932.50</u>
Increase:	Library Appropriated Fund Balance:	7-0599 by	<u>\$159,932.50</u>

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Jacob Avery, to accept the abstract of bills – claims #2055-2076, in the amount of \$174,751.17, were unanimously carried and passed.

Old Business:

Oath of Office:

Jamie administered the Oath of Office to Jacob Avery.

New Business:

Camera Surveillance System:

Director de la Chapelle explained the three (3) bids received and a discussion followed.

On a motion by Jennifer Creedon, seconded by Jacob Avery, to accept the camera surveillance system presented by Chimera Integrated Security for a total of \$11,978.00, including a monthly charge billed yearly at \$90.00 after the first year, was unanimously carried and passed.

Next Meeting:

The next meeting will be held April 26, 2022 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, the Board moved to adjourn at 4:42 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

Approval of Minutes:

On a motion by Elizabeth Baker, seconded by Jennifer Creedon, to accept the Regular Meeting Minutes of February 22, 2022, were unanimously carried and passed.

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Adjournment:

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Director's Report April 26, 2022

Roofing replacement project began April 8th. Due to rain and snow, little progress has been made. They have kept the site neat and safe. About half of the materials are being stored on the roof.

I'd like to ask AEDA to prepare a bidding document for the front brickwork repair. I expect it will cost over \$30,000 so it will have to go out to bid. We can apply for NY State Library Construction funding to cover up to 90% of the cost.

I had lunch with Elin O'Hara-Gonya who is the new Director of the Feinberg Library at SUNY Plattsburgh. She was recently promoted from Associate Librarian. We would like to find opportunities to work together going forward. She is familiar with Mr. Ben (Carman) and he has provided her with books for a *Bring your Child to Work* story hour at the college.

Many libraries and government buildings have been visited by First Amendment Audit folks. The Mayor has reminded all city employees that our buildings are public and to allow these people to film and not to interact with them. Unless they are disruptive, the police are not to be called. NNYLN is holding a First Amendment workshop on April 26th which I will attend.

Our telephone/IT payments are almost at budget for the year. This is due to the switch to Google Workplace, backups, and some new technology. The Mayor has indicated that the city has contingency funds that may be available for these unanticipated costs.

The camera surveillance system is being installed. The inside cameras that have cabling run already are being installed first, and then the outside cameras will be wired and installed.

Thursdays are especially busy these days! Ben has Story Hour in the morning, and the YMCA kids visit in the afternoon. Sarah also hosts the teen hour in the Auditorium Thursday afternoons. All activities are well attended.

The Friends of the Library group brought lunch for staff on National Library Workers Day, April 5th.

Submitted by: Anne de la Chapelle, Library Director

Finance Committee Report:

1. Approval of Budget Adjustment

The following is a motion to transfer 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>\$60,173.00</u>
Increase: Library Appropriated Fund Balance	7-0599	<u>\$60,173.00</u>

2. Approval of Abstract of Bills

See attached abstract of bills.

Submitted for audit and consideration at a meeting of the
Plattsburgh Public Library Board of Trustees held April 26, 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>
0-3000 Capital Outlay						
2077		Monahan & Loughlin	Total Complete & Stored Materials Thru 04/20/22 - Roof Project (Part of PLCG 2019-20)	60,173.00		60,173.00
0-4330 Technical Materials & Supplies						
2078		Amazon.com	Misc. Book Invoices - Mar	42.28		
2079		Baker & Taylor	Misc. Book Invoices - Mar	2,970.64		
2080		CSLP	Summer Reading Supplies	276.89		
2081		Demco	Misc. Processing Supplies - Apr	234.21		
2082		Midwest Tape	Misc. DVDs (18) & ADBs (10)	755.24		
2083		ProQuest	Heritage Quest Database	563.71		4,842.97
0-4340 Building & Grounds Supplies						
2084		Commercial Sales	Misc. Janitorial Supply - Apr	243.37		
2085		NYSEG	Gas Charges - Mar		1,146.87	1,390.24
0-4350 Office Supplies						
2086		Clinton Co. Treasurer	Copy Paper	165.61		
2087		Staples Business	Misc. Library Supplies - Apr	68.36		233.97
0-4411 Electricity						
2088		City of Plattsburgh	Electric Charge - Mar		1,104.47	1,104.47
0-4412 Water						
2089		City of Plattsburgh	Water Charge - Mar		253.16	253.16
0-4413 Sewer						
2090		City of Plattsburgh	Sewer Charge - Mar		116.26	116.26
0-4414 Telephone						
2091		FirstLight Fiber	Phone Charges - Mar		396.02	
2092		K&S 104, Inc.	Managed IT - Mar		534.54	
2093		SymQuest	Safetynet Managed Plus Google - Mar		2,423.12	3,353.68
0-4430 Contracted Services						
2094		AEDA, P.C.	Construction Inspection Phase - Roof Replacement Project	975.00		
2095		City of Plattsburgh	Refuse Charge - Mar		34.65	
2096		Leahy Center	ECHO Library Membership	170.00		
2097		No. Co. Cleaners	Janitorial Services - Apr	1,050.00		
2098		Otis Elevator Co.	Maintenance Service Agreement	5,564.40		
2099		Press Republican	Public Notice Ad for Coffee Bar	64.76		7,858.81
0-4431 Printing & Copying						
2100		Konica Minolta	Copier Lease Fee - Apr		239.76	239.76
0-4451 Repairs to Building						
2101		Hyde-Stone Mech.	Service Call & Replacement of Blower Motor in PCC	790.50		790.50
TOTAL:				\$74,107.97	\$6,248.85	\$80,356.82

**Submitted for audit and consideration at a meeting of the
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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

\$80,356.82

April 26, 2022

Shirley O'Connell

President

Jennifer Creedon

Vice President