



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, May 24, 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
    - 2. \*Circulation Policies
- VI. Old Business
- VII. New Business
  - A. Trustee Renewal
- VIII. \*Executive Session
- IX. Next Meeting – June 28<sup>th</sup>
- X. \*Adjournment

*\* Asterisks are items for board action*

**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.

**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.

**Camera Surveillance System:**

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.

**Adjournment:**

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

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
April 26, 2022

**Call to Order:**

No meeting took place due to lack of quorum.

**Approval of Budget Adjustment & Approval of Bills:**

Through an email polling of the Plattsburgh Public Library Board of Trustees the following resolutions were adopted:

By Elizabeth Baker, seconded by Jennifer Creedon

Resolved to accept the following budget adjustment:

Increase: Library Capital Outlay	7410000-3000	<u>\$60,173.00</u>
Increase: Library Appropriated Fund Balance	7-0599	\$60,173.00

By Elizabeth Baker, seconded by Jennifer Creedon

Resolved to accept the abstract of bills, claims #2077-2101, in the amount of \$80,356.82

Voting in the affirmative: Jacob Avery, Elizabeth Baker, Jennifer Creedon, David Monette, Shirley O'Connell, and Elaine Ostry

Voting in the negative: No one

**Next Meeting:**

The next meeting will be held May 24, 2022 at 4:30 pm.

## Director's Report May 24, 2022

The roof replacement project is moving along. The main roof has been done and they are working on the newer front part now. We change entrances as they work around the building, and CEFLS has been great about letting them use the full driveway as needed. The area under the chiller needs a new metal roof deck, so that will be an additional time and materials cost.

The camera security system has been installed. We have three outdoor cameras in addition to the full surveillance of the interior space. The cameras are from Eagle Eye and provide very clear images. Video can be downloaded and saved in their archive.

AEDA is working on a proposal for the front brickwork to submit for NY State Library Construction funding. The application is due in June.

We have had a problem with a group of middle school females lately. They are rude, disrespectful and swear loudly in the library. They have been banned from the library for the time being.

I have begun getting quotes for new carpet for the Children's section and the main floor. The second floor needs a lot of painting done first. The current carpet is over 20 years old.

Our Page Sally Kehoe has resigned. She will be missed! We have hired Catherine Hernandez whom we laid off at the start of the pandemic as our new Page.

Pete Benson, the Director of the Saranac Free Library was awarded the Excellence in Library Service Award by the Northern New York Library Network at their Annual Meeting May 5<sup>th</sup>. Pete has been an important part of our library system since he started at Saranac Lake many years ago. He will be retiring May 31<sup>st</sup>.

Submitted by: Anne de la Chapelle, Library Director

**A. Finance and Facilities**

**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>\$11,978.00</u>
Increase: Library Appropriated Fund Balance	7-0599	<u>\$11,978.00</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 May 24, 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>0-3000 Capital Outlay</b>						
2102		Chimera Integrated Security	Installation of Security Cameras with 12 mos. of Software Access	11,978.00		<b>11,978.00</b>
<b>0-4330 Technical Materials &amp; Supplies</b>						
2103		Amazon	Misc. Summer Reading Supplies (2) & Juv. Print (12 Titles)	214.83		
2104		Baker & Taylor	Misc. Book Invoices - Apr	7,573.28		
2105		Midwest Tape	Misc. ADBs (1) & DVDs (3) - Apr	107.21		<b>7,895.32</b>
<b>0-4340 Building &amp; Grounds Supplies</b>						
2106		Amazon	Misc. Bldg. Supplies (4) - May	153.90		
2107		Commercial Sales	Misc. Janitorial Supplies - May	148.90		
2108		NYSEG	Misc. Gas Charges - Apr		682.28	<b>985.08</b>
<b>0-4350 Office Supplies</b>						
2109		Amazon.com	Misc. Library Supplies - May	38.94		
2110		Brodart Co.	Misc. Processing Supplies - May	102.16		
2111		Staples Business	Misc. Library Supplies - May	64.16		<b>205.26</b>
<b>0-4411 Electricity</b>						
2112		City of Plattsburgh	Electric Charge - Apr		716.33	<b>716.33</b>
<b>0-4412 Water</b>						
2113		City of Plattsburgh	Water Charge - Apr		253.16	<b>253.16</b>
<b>0-4413 Sewer</b>						
2114		City of Plattsburgh	Sewer Charge - Apr		116.26	<b>116.26</b>
<b>0-4414 Telephone</b>						
2115		FirstLight Fiber	Phone Charges - Apr		395.14	
2116		K&S 104, Inc.	Managed IT - Apr		534.54	
2117		SymQuest	Safetynet Managed Plus Google - Apr		3,181.50	<b>4,111.18</b>
<b>0-4430 Contracted Services</b>						
2118		AEDA, P.C.	Construction Inspection Phase - Roof Replacement Project	1,300.00		
2119		City of Plattsburgh	Refuse Charge - Apr		34.65	
2120		Impact Fire	Annual Fire Ext. Inspection	159.50		
2121		No. Co. Cleaners	Janitorial Services - May	1,050.00		<b>2,544.15</b>
<b>0-4431 Printing &amp; Copying</b>						
2122		Konica Minolta	Copier Lease Fee - May		239.76	<b>239.76</b>
<b>0-4451 Repairs to Building</b>						
2123		Mike J. Murray, Inc.	Misc. Electrical Repairs (Dec '21 - Mar '22)	1,353.28		<b>1,353.28</b>
<b>TOTAL:</b>				<b>\$24,244.16</b>	<b>\$6,153.62</b>	<b>\$30,397.78</b>

# Circulation Policies

- I. Library Hours
  - a. The Library is open the following hours every week, except holidays:
    - i. Tuesdays, Wednesdays, and Thursdays – 9am to 8:30pm
    - ii. Mondays, Fridays, and Saturday – 9am to 5pm
    - iii. Sundays – Closed
  - b. There is a sign on the main door that lists the Library hours
  - c. Holiday signs are posted at the main door, circulation desk, children's room, and reference desk
  - d. A Lending Clerk is assigned the responsibility of posting the holiday signs
- II. Library Patrons
  - a. Any person coming into the Library may use the collection within the building free of charge
  - b. Persons wishing to borrow materials for home use are required to register in person at the Library to obtain a library card
  - c. Registration is free to any legal resident of Clinton, Essex, or Franklin counties; and to all property owners within the system area, upon presentation of proof of identity (or proof of real estate tax payment) – Non-resident students attending SUNY Plattsburgh or Clinton Community College will be granted the same borrowing privileges as legal residents
  - d. All other persons who are not legal residents of Clinton, Essex, or Franklin counties may register in person to borrow materials from the Library upon payment of a \$10.00 non-refundable annual fee
    - i. Non-residents shall include persons whose planned stay in the area is three months or less
    - ii. Canadians living in Quebec Province are also required to pay the non-resident deposit
    - iii. One non-resident library card will be issued for family/personal use
- III. Registration for library cards
  - a. Library cards permitting full use of the circulation resources of the Library are issued as follows:
    - i. Adult library cards are issued to persons 18 years of age and over, not classified as a college student, after filling out application/agreement, providing valid photo ID, and proof of residence if not listed on ID
      1. Valid ID must be current, have a photo, and patron's name. Some examples listed:
        - a. Driver's License
        - b. Passport
        - c. Learner's permit
        - d. State ID



2. Proof of residency can be any of the following items:
  - a. Rent receipt
  - b. Lease
  - c. Electric bill
  - d. Phone bill
- ii. Juvenile/Young Adult library cards are issued to children and teenagers under the age of 18 after filling out application/agreement
  1. A parent or legal guardian's signature is required for registration for any patron under the age of 18
  2. Verification of address will be done through the legal guardian's registration in Horizon, or ID
  3. The legal guardian's name will be listed on the application/agreement and in the profile listed on Horizon until the patron reaches the age of 18
- iii. College student library cards are issued to students after filling out an application/agreement, presenting a College ID card, and providing proof of residency. A Banner web address printout will be accepted as proof of residency.
  1. These library cards expire at the end of every spring semester and can be renewed
  2. A secondary address will be required for students in case of contact after the end of a spring semester
- iv. Temporary housing resident library cards are issued after filling out an application/agreement, providing ID, and proof of residency
  1. These library cards expire after three months and can be renewed
  2. A secondary address will be required in case of contact after patron moves from temporary housing
- v. All registrations shall be validated every year, except for the two aforementioned groups
- ~~vi. First time borrowers are allowed to borrow three books only the first time they check out materials~~

#### IV. Library materials

- a. Books (including paperbacks) circulate for a 28-day period
  - i. Books may be renewed in person, online, or over the phone
  - ii. Exceptions include:
    1. New bestseller list books may be borrowed for 14 days
    2. Reference books and special collections, such as Local History, are restricted to use in the Library
- b. Talking books and multimedia items circulate for a 28-day period
- c. DVD and Blu-Ray movies circulate for a 7-day period

- d. VHS, CD's, DVD/Blu-Ray (with more than 2 discs), Holiday books, encyclopedias (marked for circulation), and magazines circulate for a 7-day period
  - e. Newspapers and most current issue magazines are only available for use in the Library
  - f. Number of items allowed:
    - i. Books: unlimited
    - ii. DVD and Blu-Ray: 10 per card
    - iii. VHS and CD's: unlimited
- V. Lost book and materials replacement cost:
- i. Adult fiction \_\_\_\_\_ \$20.00
  - ii. Adult non-fiction \_\_\_\_\_ \$25.00
  - iii. Juvenile fiction \_\_\_\_\_ \$15.00
  - iv. Juvenile non-fiction \_\_\_\_\_ \$15.00
  - v. Juvenile paperback \_\_\_\_\_ \$5.00
  - vi. Trade paperback (adult) \_\_\_\_\_ \$10.00
  - vii. Mass market paperback (adult) \$5.00
- a. A \$3.00 processing fee will be added to the cost of replacing the book (processing fee = cost of barcode, materials, and time to get the book ready for the shelf and added to database)
  - b. For all audiovisual materials (including DVD, Blu-Ray, CD's, talking books, multimedia kits, and book nook bags), the actual price paid and entered on the shelf list, plus the \$3.00 processing fee, will be charged
  - c. If there is no price listed on the shelf list for a video or talking book, the replacement cost for the item is \$20.00, plus the \$3.00 processing fee. If the item paid for is later found, it belongs to the patron
- VI. Fines
- a. There will be no fines charged for any library materials
- VII. Overdue items
- a. Overdue notices are generated daily and are mailed out to patrons
  - b. The first overdue notice is generated when materials are seven (7) days overdue. The second is issued when materials are twenty one (21) days overdue and the Final notice is issued thirty five (35) days overdue and the item will be considered lost and patron will be billed.
  - c. The Lending Clerk informs the patron of any overdue materials or fines in Horizon when materials are checked out or returned
- VIII. Book drop attached to the building
- a. The book drop is for the use of patrons returning library materials when the Library is closed
  - b. The book drop shall be emptied every morning when the Library opens and the materials checked in