



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, June 28, 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
- VIII. *Executive Session
- IX. Next Meeting – July 26th
- 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 | \$159,932.50 |

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 | \$159,932.50 |

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 \$60,173.00

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.

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
May 24, 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 Elaine Ostry, seconded by Jennifer Creedon

Resolved to accept the following budget adjustment:

| | | |
|---|--------------|--------------------|
| Increase: Library Capital Outlay | 7410000-3000 | <u>\$11,978.00</u> |
| Increase: Library Appropriated Fund Balance | 7-0599 | \$11,978.00 |

By Elaine Ostry, seconded by Jennifer Creedon

Resolved to accept the abstract of bills, claims #2102-2123, in the amount of \$30,397.78

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 June 28, 2022 at 4:30 pm.

Director's Report June 28, 2022

The roofing replacement is complete except for the coping, and the area around the chiller. There is extensive damage to the chiller deck and parapet walls. AEDA is working to figure out where the moisture is coming from and how best to address it. This may evolve into a separate project.

So far, the project is about \$11,000 over the initial bid due to unforeseen problems found under the old decking. This is work that may not have been completed the last time the roof was replaced. These costs are based on time and materials.

Our Clerk Sandra White has resigned to make a career change. We have begun the process of hiring a new Clerk from the Civil Service list. We will begin interviewing June 27th.

The City hosted an employee recognition picnic Sunday, June 12th at the beach. It was well attended and *Joe Lewis BBQ* was served! Former Councilman Steve Brodie opted not to take a salary while he served and asked that it be used to recognize employees.

The Librarians have been hard at work getting ready for the Summer Reading Program. This year's theme is "Oceans of Possibilities", and they have been very creative with props, badges, etc.

The AFSCME Union contract expires June 30th. We have reached out to Jacqueline Kelleher at Stafford & Owens for legal representation as we begin to negotiate a new contract.

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>\$88,691.75</u> |
| Increase: Library Appropriated Fund Balance | 7-0599 | \$88,691.75 |

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 June 28, 2022**

| Claim # | Code | Vendor Name | Object of Expense | To Be Encumbered | Expended | Total |
|--|-------------|---------------------------------|--|-------------------------|-----------------|------------------|
| 0-3000 Capital Outlay | | | | | | |
| 2124 | | KAS Environmental & Engineering | Visual Roof Inspection -0 4/11/22 thru 05/26/2022 (Part of PLCG 2019-20) | 4,080.00 | | |
| 2125 | | Monahan & Loughlin | Total Complete & Stored Materials Thru 05/31/22 - Roof Project (Part of PLCG 2019-20) | 84,611.75 | | 88,691.75 |
| 0-4330 Technical Materials & Supplies | | | | | | |
| 2126 | | Amazon | Misc. Invoices - Print (2 Titles), A/V (1 Title), SRP Supplies (31) | 577.52 | | |
| 2127 | | Baker & Taylor | Misc. Book Invoices - May | 4,366.00 | | |
| 2128 | | Cengage Learning | Standing Order Renewal (LP) | 2,311.00 | | |
| 2129 | | CEF Library System | Parton Combo Cards (2,000) | 552.00 | | |
| 2130 | | Midwest Tape | Misc. DVDs (19); ADBs (5) | 612.76 | | 8,419.28 |
| 0-4340 Building & Grounds Supplies | | | | | | |
| 2131 | | Commercial Sales | Misc. Janitorial Supplies - Jun | 64.95 | | |
| 2132 | | NYSEG | Gas Charge - May | | 156.96 | 221.91 |
| 0-4350 Office Supplies | | | | | | |
| 2133 | | Amazon | Misc. Office Supplies - Jun | 66.27 | | |
| 2134 | | Clinton Co. Treasurer | Copy Paper | 70.61 | | |
| 2135 | | Staples | Misc. Office Supplies - Jun | 37.05 | | 173.93 |
| 0-4411 Electricity | | | | | | |
| 2136 | | City of Plattsburgh | Electric Charge - May | | 692.09 | 692.09 |
| 0-4412 Water | | | | | | |
| 2137 | | City of Plattsburgh | Water Charge - May | | 253.16 | 253.16 |
| 0-4413 Sewer | | | | | | |
| 2138 | | City of Plattsburgh | Sewer Charge - May | | 116.26 | 116.26 |
| 0-4414 Telephone | | | | | | |
| 2139 | | FirstLight Fiber | Phone Charges - May | | 395.14 | |
| 2140 | | K&S 104, Inc. | Managed IT - May | | 534.54 | |
| 2141 | | SymQuest | Safetynet Managed Plus Google - May | | 2,262.90 | 3,192.58 |
| 0-4430 Contracted Services | | | | | | |
| 2142 | | AEDA, P.C. | Construction Inspection Phase - Roof Replacement Project | 1,300.00 | | |
| 2143 | | City of Plattsburgh | Refuse - May | | 34.65 | |
| 2144 | | CEF Library System | Movie Licensing USA Subscription | 285.00 | | |
| 2145 | | Ralph Daust | Lawn Care (4 Visits - May/June) | 200.00 | | |
| 2146 | | No. Co. Cleaners | Janitorial Services - Jun | 1,050.00 | | 2,869.65 |

Circulation Policies

I. Library Hours

- a. The Library is open the following hours every week, except holidays:
 - i. Tuesdays, Wednesdays, and Thursdays – 9am to 87:30pm
 - 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