



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

- I. Call to Order
- II. Oath of Office
- III. Public Forum
- IV. *Approval of Minutes
- V. Director's Report
- VI. Committee Reports
 - A. Finance and Facilities
 - 1. *Approval of Budget Adjustment
 - 2. *Approval of Bills
 - 3. *Approval of 2022 Central Library Services Aid (CLSA)
Budget
- VII. Old Business
- VIII. New Business
- IX. Next Meeting – August 23rd
- X. *Executive Session
- XI. *Adjournment

** Asterisks are items for board action*

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
June 28, 2022

Call to Order:

The meeting was called to order at 4:30 pm by Vice President Jennifer Creedon

Trustees Present:

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

Trustee Absent:

Shirley O'Connell

Representatives & Staff Present:

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

Public Forum:

No one addressed the Board.

Approval of Minutes:

On a motion by Elizabeth Baker, seconded by Elaine Ostry, unanimously carried and passed, to accept the Regular Meeting Minutes of March 22, 2022, April 26, 2022, and May 24, 2022.

Director's Report:

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

- Roof Replacement Project: Metal coping remains to be installed before he project is complete. During the project, extensive damage was found around the chiller deck and parapet walls, which was not part of the original grant, and working with the engineer and mason for a solution. An asbestos test is needed to test the mortar in the brick block. It was also discovered that wood had rotted out in a corner of the roof, which was rebuilt and the overage added to the original grant.
- Library Clerk: Interviewed today for the vacant position and have another one scheduled tomorrow afternoon.

Finance and Facilities:

Approval of Budget Adjustment:

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

Increase:	Library Capital Outlay	7410000-3000 by	<u>\$88,691.75</u>
Increase:	Library Appropriated Fund Balance:	7-0599 by	<u>\$88,691.75</u>

Approval of Bills:

Director de la Chapelle reported why our IT expenses were so high.

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to accept the abstract of bills – claims #2124-2148, in the amount of \$105,059.79.

Personnel and Policies:

Circulation Policies:

On a motion by David Monette, seconded by Elaine Ostry, unanimously carried and passed, to approve the revised Circulation Policies as presented.

Old Business:

No old business was discussed.

New Business:

Labor Negotiations Retainer Agreement:

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, to accept the Labor Negotiations Retainer Agreement as presented by the Stafford Owens Law Firm, and approve Director de la Chapelle to sign the agreement.

Executive Session:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, the Board voted to go into Executive Session at 4:48 pm, to discuss the employment history of an individual.

On a motion by Elizabeth Baker, seconded by Elaine Ostry, unanimously carried and passed, the Board voted to come out of Executive Session at 5:04 pm.

Next Meeting:

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

Adjournment:

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 5:31pm.

LIST OF MOTIONS

Approval of Minutes:

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Approval of Circulation Policies:

On a motion by David Monette, seconded by Elaine Ostry, unanimously carried and passed, to approve the revised Circulation Policies, as presented.

Labor Negotiations Retainer Agreement:

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Director's Report July 26, 2022

The roofing project is almost complete. The scuppers (sidewall roof drains) are the last thing to be installed. We will use the mason who comes to do that work to evaluate the brickwork and concrete block in the AC pit where the leaks were.

Our AC was out between July 8th and July 19th. The technician came several times, but could not get it running. At last, another senior technician came and fixed it. It was miserable in the building with temps as high as 88 degrees. Staff handled it extremely well!

We are very fortunate to have hired a former page, now a school teacher, Sarah Delong as a temporary, full time, Library Clerk for the summer. Our first list from Civil Service did not yield any hires, so we are waiting for the new list of candidates to begin interviewing again. As is the case everywhere, workers are scarce.

We had a patron who was banned in 2016 come back in and begin to cause trouble right away. After three days of issues, she was banned again. The police were notified due to her aggressive behavior and obvious mental health needs.

Summer Reading is moving along tremendously. Over 259 kids are registered and they have read over 6,000 minutes already! Next week is the inflatable planetarium in the Auditorium which is a great hit.

The Central Library Services Aid Budget for 2022-2023 is in your packet for approval. While the name has changed, the legislation changing how the money can be spent is not yet final. In the future, the Central Book Aid and the Central Library Aid will be combined and can be used to purchase any materials including children's.

The Friends of the Library have been tabling at the Parks Come Alive events over the summer. They plan to be at the last event in August. They report a positive reception. Since the Friends have over \$11,000 in the bank, we have asked them for new circulation desk chairs and an indoor book drop.

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>\$44,186.30</u>
Increase: Library Appropriated Fund Balance	7-0599	\$44,186.30

2. Approval of Abstract of Bills

See attached abstract of bills.

3. Approval of 2022 Central Library Services Aid (CLSA) Budget

See attached budget.

**Submitted for audit and consideration at the meeting of the
Plattsburgh Public Library Board of Trustees held July 26, 2022**

Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-3000 Capital Outlay						
2149		KAS Environmental	Pre-Renovation Asbestos Inspection on 6/14/22	650.00		
2150		Monahan & Loughlin	Total Complete & Stored Materials Thru 06/30/22 - Roof Project (Part of PLCG 2019-20)	45,486.30		46,136.30
0-4330 Technical Materials & Supplies						
2151		Amazon.com	Misc. Book Invoices - Juv (2 Title)	27.59		
2152		Baker & Taylor	Misc. Book Invoices - Jun	2,505.58		
2153		EBSCO	Periodicals - Tillson (7 Title)	1,417.90		
2154		Midwest Tape	Misc. A/V Invoices - Jun	379.11		4,330.18
0-4340 Building & Grounds Supplies						
2155		Commercial Supplies	Misc. Janitorial Supplies - Jul	39.99		
2156		NYSEG	Gas Charges - Jun		26.77	
2157		Staples Business	Misc. Janitorial Supplies - Jul	39.70		106.46
0-4350 Office Supplies						
2158		Clinton Co. Treasurer	Misc. Office Supplies - Jul	16.10		16.10
0-4411 Electricity						
2159		City of Plattsburgh	Electric Charge - Jun		845.32	845.32
0-4412 Water						
2160		City of Plattsburgh	Water Charge - Jun		253.16	253.16
0-4413 Sewer						
2161		City of Plattsburgh	Sewer Charge - Jun		116.26	116.26
0-4414 Telephone						
2162		FirstLight Fiber	Phone Charges - Jun		395.14	
2163		K&S 104, Inc.	Managed IT - Jun		534.54	
2164		SymQuest	Safetynet Managed Plus Google - Jun		3,142.66	4,072.34
0-4430 Contracted Services						
2165		AEDA, P.C.	Construction Inspection Phase - Roof Replacement Project - Jun	650.00		
2166		City of Plattsburgh	Refuse Charge - Jun		34.65	
2167		Ralph Daust	Lawn Care (3 Visits) - Jul	150.00		
2168		Hyde-Stone Mech.	Semi-Annual HVAC Service Agmt	2,164.00		
2169		No. Co. Cleaners	Janitorial Services - Jul	1,050.00		
2170		SOMKMMZ	Professional Services - Jul	51.00		4,099.65
0-4431 Printing & Copying						
2171		Konica Minolta	Copier Lease Fee - Jul		239.76	239.76
0-4451 Repairs to Building						
2172		Hyde-Stone Mech.	A/C Service Call - May	347.50		347.50
0-4462 Conferences						
2173		NNYLN	Annual Membership Dues	52.50		52.50

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	0-4470	Postage				
2174		Jamie Parrotte	Petty Cash Reimbursement - Certified Letter/Return Receipt	7.85		
2175		Pitney Bowes	Postage Meter Supplies - Jun	79.49		
2176		Purchase Power	Postage Meter Refill - Jun	201.00		288.34
	TOTAL:			\$55,315.61	\$5,588.26	\$60,903.87

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

\$60,903.87

July 26, 2022

Shirley O'Connell

President

Jennifer Creedon

Vice President

Central Library Services Aid 2022 Budget CEF Library System - Plattsburgh Public Library

Based on PPL Central Library Plan of Service 2022- 2026

Provide reference and information services to members of the CEF system and unchartered and unserved areas of the system. Collect and make available a well-rounded adult nonfiction collection to include titles requested by smaller libraries. Efficiently process and lend adult titles to member libraries.

Reference Services: PPL will provide information services to benefit member libraries and the residents of the Clinton, Essex and Franklin counties.

- Online /in person / telephone
56 hrs. /month x 2 staff=112 X 12 month = 1344 hours@ \$27/hour \$36,288/9,072
Partial 2 librarians Annual/quarterly

PPL will continue to be a net lender and lending of adult NF materials will continue to increase and will be analyzed to inform future purchases.

- Interlibrary loan request processing
2537 items (one half CL) @ .5 hours each = 1268.5 hours x \$16/hour \$20,296/5,074
Partial librarian and partial clerk
- PPL will develop collections in accessible formats to allow the Central Library to function as a major information and resource sharing provider. CBA collection will be assessed and updated as needed to assure access to a comprehensive adult nonfiction collection within the system. Central Library resources and services will be promoted to the member libraries and public by the PPL Outreach Librarian via traditional and social media.
- Collection Development and maintenance/assessment
70 hrs. /month x 1 staff=70 X 12 month = 840 hours @ \$27/hour \$22,680/5,670
Partial librarian

Partial share Employee benefits \$17,349/4,337.25

\$96,613/24,153.25

Paid Directly by CEFLS:

Syndetics software for integrated OPAC annual subscription \$3,744

Total allocation for Central Library Development Aid \$100,357

Shirley O'Connell, PPL President

Gayla LePage, CEFLS President