



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, August 23, 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
- VII. Old Business
- VIII. New Business
  - A. \*Approval of Public Library Construction Grant 2022-23
- IX. Next Meeting – September 27<sup>th</sup>
- X. \*Adjournment

*\* Asterisks are items for board action*

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

**Call to Order:**

The meeting was called to order at 4:30 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, Administrative Assistant; Sherry Silcio, AFSCME Representative; and Jennifer Tallon, City of Plattsburgh Liaison

**Oath of Office:**

Jamie Parrotte administered the Oath of Office to Jacob Avery.

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to approve the Regular Meeting Minutes of June 28, 2022.

**Director's Report:**

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

- Managed IT: The Mayor announced the phasing out of Layer Eight, which is a \$534/mo. savings for the Library, and has a contingency fund to pay for the overages incurred by contracting with SymQuest
- 2022 Central Library Services Aid (CLSA) Budget: The CEF (Clinton Essex Franklin) Library System Board has approved the CLSA budget at their meeting on Monday
- Roof Replacement Project: The roofers are returning on Aug. 8<sup>th</sup> to install the scuppers, which will complete the project
- Solar Panels: Since the solar panels are not in use, it was suggested to offer them to member libraries or use them to power phone charging stations for patrons

**Finance and Facilities:**

Approval of Budget Adjustment:

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

Increase:	Library Capital Outlay	7410000-3000 by	<u>\$44,186.30</u>
Increase:	Library Appropriated Fund Balance:	7-0599 by	<u>\$44,186.30</u>

**Approval of Bills:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to approve the abstract of bills – claims #2149-2176, in the amount of \$60,903.87.

**Approval of 2022 Central Library Services Aid (CLSA) Budget:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to approve the 2022 Central Library Services Aid (CLSA) budget as presented.

**Old Business:**

**Library Clerk Vacancy:**

Once we receive declination letters from the first list of candidates, Civil Service will send us a new list of eligible candidates. If we are unsuccessful with the second list, we can then open the vacancy and hire provisionally from the public.

**New Business:**

No new business was discussed.

**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 4:46 pm, to discuss contract negotiations.

On a motion by Elizabeth Baker, seconded by Elaine Ostry, unanimously carried and passed, the Board voted to come out of Executive Session at 5:10 pm.

**Next Meeting:**

The next meeting will be held August 23, 2022 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Elaine Ostry, seconded by Jacob Avery, unanimously carried and passed, the Board moved to adjourn at 5:10 pm.

**LIST OF MOTIONS**

**Approval of Minutes:**

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to approve the Regular Meeting Minutes of June 28, 2022.

**Approval of Budget Adjustment:**

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

Increase:	Library Capital Outlay	7410000-3000 by	<u>\$44,186.30</u>
Increase:	Library Appropriated Fund Balance:	7-0599 by	\$44,186.30

**Approval of Bills:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to approve the abstract of bills – claims #2149-2176, in the amount of \$60,903.87.

**Approval of 2022 Central Library Services Aid (CLSA) Budget:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to approve the 2022 Central Library Services Aid (CLSA) budget as presented.

**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 4:46 pm, to discuss contract negotiations.

On a motion by Elizabeth Baker, seconded by Elaine Ostry, unanimously carried and passed, the Board voted to come out of Executive Session at 5:10 pm.

**Adjournment:**

On a motion by Elaine Ostry, seconded by Jacob Avery, unanimously carried and passed, the Board moved to adjourn at 5:10 pm.

## Director's Report August 23, 2022

The roof work is complete! Unfortunately, during the project some non-asbestos perlite from the roof fell into the elevator shaft and caused the elevator to stop. The roofers worked with Otis to clean the top of the elevator and get it running again.

The chiller compressor finally gave out after we repaired the unit. It was 30 years old. We ordered a rebuilt compressor through Hyde-Stone and I included the cost in the 2022-23 Construction Grant. We do not have an ETA yet. The cost is estimated to be \$12,500.

We are leasing a new copier/printer for the Children's Room through Symquest for \$25/month.

The Ice Cream Sundae event to conclude the Summer Reading Program was a huge success. We asked the Friends for the proceeds from a Stewart's Grant to pay for the event materials, which they agreed to except for the ice cream since it was not from Stewarts.

It is time to prepare our 2023 budget and our request for funding from the City. The Mayor is setting up meetings with department heads and Councilors to work on the budgets. My meeting is Monday, August 22<sup>nd</sup>.

Our temporary Clerk, Sarah Delong finished work on August 18<sup>th</sup>. She was a great asset over the summer, and we extend our thanks to her for filling in!

Kristy Clarke accepted our offer for the permanent Clerk position, and will begin in a few weeks.

The Feasibility Study for the front entrance replacement was sent out to everyone earlier this week. We are asking for a 90% match from the state due to the high poverty level in Plattsburgh. Our share could be as low as \$38,798. If you approve of the grant, it will be sent to the state for processing.

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>\$14,592</u>
Increase: Library Appropriated Fund Balance	7-0599	\$14,592

### 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 August 23, 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>						
2177		AEDA, P.C.	A&E Feasibility Expenses - for Entrance Ramp Project - Jul (Part of PLCG 2022-23)	4,522.00		
2178		Monahan & Loughlin	Total Complete & Stored Materials Roof Project - Jul (Part of PLCG 2019-20)	10,070.00		<b>14,592.00</b>
<b>0-4330 Technical Materials &amp; Supplies</b>						
2179		Baker & Taylor	Misc. Book Invoices - Jul	2,607.70		
2180		Midwest Tape	Misc. A/V Invoices - Jul	616.76		<b>3,224.46</b>
<b>0-4340 Building &amp; Grounds Supplies</b>						
2181		Commercial Sales	Misc. Janitorial Supplies - Aug	286.88		
2182		NYSEG	Misc. Gas Charges - Jul		26.77	
2183		Staples Business	Misc. Janitorial Supplies - Aug	45.46		<b>359.11</b>
<b>0-4350 Office Supplies</b>						
2184		Commercial Sales	Misc. Library Supplies - Aug	74.99		
2185		Clinton Co. Treasurer	Misc. Office Supplies - Aug	73.61		
2186		Staples Business	Misc. Office Supplies - Aug	32.60		<b>181.20</b>
<b>0-4411 Electricity</b>						
2187		City of Plattsburgh	Electric Charge - Jul		864.56	<b>864.56</b>
<b>0-4412 Water</b>						
2188		City of Plattsburgh	Water Charge - Jul		253.16	<b>253.16</b>
<b>0-4413 Sewer</b>						
2189		City of Plattsburgh	Sewer Charge - Jul		116.26	<b>116.26</b>
<b>0-4414 Telephone</b>						
2190		FirstLight Fiber	Misc. Telephone Charges - Jul		396.77	
2191		K&S 104, Inc.	Managed IT - Jul		534.54	
2192		SymQuest	Safetynet Managed Plus - Jul		2,091.20	<b>3,022.51</b>
<b>0-4430 Contracted Services</b>						
2193		City of Plattsburgh	Refuse Charge - Jul		34.65	
2194		Ralph Daust	Lawn Care - Aug	100.00		
2195		Hyde-Stone Mech.	Service Call to Troubleshoot A/C & Repair (7/8, 7/12, 7/15 & 7/19)	4,835.38		
2196		Johnson Control	Annual Fire Alarm Test/Inspect	458.96		
2197		No. Co. Cleaners	Cleaning Services - Aug	1,050.00		
2198		Stafford, Owens	Professional Services - Jul	637.50		<b>7,116.49</b>
<b>0-4431 Printing &amp; Copying</b>						
2199		Konica Minolta	Copier Lease Fee - Aug		239.76	<b>239.76</b>
<b>0-4451 Repairs to Building</b>						
2200		Hyde-Stone Mech.	Service Call to Replace Belts & Exhaust Fan Motors (2)	1,560.80		<b>1,560.80</b>
<b>TOTAL:</b>				<b>\$26,972.64</b>	<b>\$4,557.67</b>	<b>\$31,530.31</b>

**Submitted for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held August 23, 2022**

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

\$31,530.31

August 23, 2022

\_\_\_\_\_  
President

Shirley O'Connell

\_\_\_\_\_  
Vice President

Jennifer Creedon



New York State Education Department  
 New York State Library  
 Division of Library Development  
 Library Construction Program

New York State  
**Library**

[Home](#)
[Construction Home Page](#)
[Construction Checklist](#)
[Help](#)

**Public Library  
 Construction Program  
 Application Form**

Library or System Name: Plattsburgh Public Library  
 SEDREF Institution ID: 800000053824  
 Mailing Address: 19 Oak St  
 Address:  
 City, State, Zip: Plattsburgh NY 12901 2810  
 County: Clinton  
 Director of Institution: Anne De La Chapelle  
 Title: Library Director  
 Email: delachapellea@cityofplattsburgh-ny.gov  
 State Judicial District: 4 State Assembly Districts: 115  
 State Senate Districts: 45 State Congressional Districts: 21  
 FEIN #: 900924276 School District: Plattsburgh City Sd  
 Public Library System: Clinton Essex Franklin Lib Sys

NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.

If your institutional or director information is incorrect, please contact us at [ldconstruction@nysed.gov](mailto:ldconstruction@nysed.gov)

Note: Items marked with an asterisk \* are required fields.

**\*Building Information - Provide the following information for the building that is the subject of this application. In almost all cases, this will be the legal name of the library.**

\*Building Name   
 \*Street Address   
 \*City   
 \*State   
 \*Zip Code   
 \*Building Type  
 Main Library  Branch Library

System Headquarters  Other

**Library building is or will be accessible to persons with disabilities:**

\*Physical access  Yes  No  
 \*Program access  Yes  No

**\*Library building is:**

Owned by applicant  
 Leased by applicant with a minimum of 10 years lease term from the date of anticipated completion  
 Otherwise legally available (i.e., located in a municipal building)

**\*Library site is:**

Owned by applicant  
 Leased by applicant with a minimum of 10 years lease term from the date of anticipated completion  
 Otherwise legally available (i.e., located in a municipal building)

\*Year of initial construction of library building (yyyy)

\*Number of floors

\*Square footage of building

\*The building is designated a historic landmark  Yes  No

\*The building is in a historic district  Yes  No

\*The building is over 50 years old  Yes  No

\*Does your Project involve ground disturbance?  Yes  No

If your project is exempt from SHPO according to Appendix A, please state the reason and cite the language from Appendix A which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.

The following work items are exempt from OPRHP review: Repair/ replacement-in-kind of exterior steps, platforms, stairs, ramps, and area ways.

Has SHPO determined that the library building was not eligible for the National Registry?  Yes  No

Note: If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the [SHPO information page](#) to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction aid application as a signed PDF. If your project is exempt from SHPO according to Appendix A please state the reason in the appropriate box on the application form.

\*This library building is owned by a school district  Yes  No

Which school district? (if applicable)

\*The total cost of this project will exceed \$10,000  Yes  No

Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.

**Project Details**

\*Project Title

**Construction Project Manager (must be Library Staff or Board Member)**

\*First Name

\*Last Name

\*Phone (###-###-####)

Phone Extension

\*E-mail

**Library Director**

\*First Name

\*Last Name

\*Phone (###-###-####)

Phone Extension

\*Email

**Additional Contact Person**

If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.

\*First Name

\*Last Name

\*Phone (###-###-####)

Phone Extension

\*Email

**\*Construction project application is for (select all that apply):**

- New Construction
- Energy Conservation
- Building Expansion
- Accessibility

Site Acquisition

Safety

Renovation/Rehabilitation

Broadband

Will the library's completed project require a local Certificate of Occupancy?

Yes  No

**\*Estimated Project Costs (also see Project Budget)**

a. Total Project Cost (\$)

NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".

387,985

b. Cost of Project for Which Funding is Being Requested

NOTE: This system will populate this field \$387,985 with the total 'Cost' of all budget records entered on the Project Budget pages.

c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match.

349,187

75% Maximum Request: \$290,989

90% Maximum Request: \$349,187

d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.

Yes  No

**\*Timeframe (mm/dd/yyyy) (Project cannot be completed before application date due to your system.)**

\*This project is expected to start on or before

08/01/2022

\*This project was/will be started on 08/01/2022 and is not complete at the time of this application.

(NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).

\*This project is expected to be completed by (Project cannot be completed before application date due to your system.)

### Additional Documents/Attachments

The following attachments are only required for specific cases, please read the description to see if they are needed for your application.

- Certification of 10 year minimum lease/legal agreement and project approval from building owner: This is needed only if the physical library building or site is not explicitly owned by the library. Libraries owned by a school system or BOCES do not need to complete this form.
- SED Office of Facilities Management Certificate of Project Approval: This is needed only if the library or site is owned by a school district AND the project will cost over \$10,000.
- State Historic Preservation Office (SHPO) Approval Documentation: If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the [SHPO information page](#) to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction aid application as a signed PDF. If your project is exempt from SHPO according to Appendix A please state the reason in the appropriate box on the application form.

Return to [Checklist page](#)

[Home](#)[Construction Home Page](#)[Construction Checklist](#)[Help](#)