



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, September 27, 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 Bills
 2. *Approval of 2023 Proposed Library Budget
- VI. Old Business
- VII. New Business
- VIII. Next Meeting – October 25th
- IX. *Adjournment

** Asterisks are items for board action*

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
August 23, 2022

Call to Order:

The meeting was called to order at 4:35 pm by President O'Connell

Trustees Present:

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

Trustees Excused:

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

Oath of Office:

Jamie Parrotte administered the Oath of Office to Shirley O'Connell.

Public Forum:

Betsy Smith stated contract negotiations have started and a meeting is scheduled for Sept. 30th.

Approval of Minutes:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to approve the Regular Meeting Minutes of July 26, 2022.

Director's Report:

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

- Library Clerk: Kristy Clarke was selected to fill the vacancy and starts Sept. 1st
- Carpet Estimates: Received two quotes; Lee's Carpet @ \$60,000, and Marty's Carpet @ \$128,000
- 2022-23 Public Library Construction Grant: Completed the grant for the front entrance, which should be approved by the CEF Board in September
- Library Blueprints: It's been discovered that the City has our full set of signed blueprints and AEDA will scan them for us
- Replacement Roof Project: The project will be completed once the scuppers are inserted, then we can apply for the final 10% of grant funds

Finance and Facilities:

Approval of Budget Adjustment:

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

| | | | |
|-----------|------------------------------------|-----------------|-----------------|
| Increase: | Library Capital Outlay: | 7410000-3000 by | <u>\$14,592</u> |
| Increase: | Library Appropriated Fund Balance: | 7-0599 by | <u>\$14,592</u> |

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, unanimously carried and passed, to approve the abstract of bills – claims #2177-2200, in the amount of \$31,530.31.

Old Business:

No old business was discussed.

New Business:

Approval of 2022-23 Public Library Construction Grant:

On a motion by Jacob Avery, seconded by Jennifer Creedon, unanimously carried and passed, to approve the 2022-23 Public Library Construction Grant as presented.

Approval of 2021-22 Central Library Services Aid (CLSA) Materials Budget:

Director de la Chapelle explained the materials budget and asked for approval prior to being sent to the CEF Board for their approval next month.

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to approve the 2021-22 Central Library Services Aid (CLSA) Materials Budget as presented.

2023 Library Budget:

Director de la Chapelle stated we're working on the budget for next year and will be presented at the September Board meeting for discussion.

Next Meeting:

The next meeting will be held September 27, 2022 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 4:52 pm.

LIST OF MOTIONS

Approval of Minutes:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to approve the Regular Meeting Minutes of July 26, 2022.

Approval of Budget Adjustment:

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

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|-----------|------------------------------------|-----------------|-----------------|
| Increase: | Library Capital Outlay: | 7410000-3000 by | <u>\$14,592</u> |
| Increase: | Library Appropriated Fund Balance: | 7-0599 by | \$14,592 |

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, unanimously carried and passed, to approve the abstract of bills – claims #2177-2200, in the amount of \$31,530.31.

Approval of 2022-23 Public Library Construction Grant:

On a motion by Jacob Avery, seconded by Jennifer Creedon, unanimously carried and passed, to approve the 2022-23 Public Library Construction Grant as presented.

Approval of 2021-22 Central Library Services Aid (CLSA) Materials Budget:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to approve the 2021-22 Central Library Services Aid (CLSA) Materials Budget as presented.

Adjournment:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 4:52 pm.

Director's Report September 27, 2022

I am meeting with the Mayor on Monday, September 26th to discuss our budget request. My meeting with the City Council to discuss our budget request is Thursday, September 29th beginning at 5:00 pm. The Council approved additional 2022 contingent funding to help all departments with the IT overages as we move to managed IT and cloud based solutions. Our share was \$ 27,061.07.

I am attaching a breakout of our grant awards since I arrived in 2013 and the total cost of the projects we have accomplished. I plan to present this to the City Council when presenting our 2023 budget request. Our increase in funding request from the City for 2023 results from an anticipated \$37,000 increase in our health insurance coverage cost.

Our Labor Negotiation meeting was moved to September 30th.

We are sending two Librarians to the NYLA Conference in November in Saratoga Springs. The Friends have agreed to fund their attendance! Ben and Jen will attend - this will be Jen's first NYLA Conference. Sarah will attend a conference later in the year.

Our Page, Catherine Hernandez is leaving to relocate. We are interviewing for a new Page.

Our new Clerk, Kristy Clarke began work on September 1st. We're very happy to have her join us! Librarian Jen Stone helped out with the Battle of Plattsburgh.

Summer Reading Program is over. Here's the final tally:

- 309 registered
- 45 completed reading logs collected (many kept theirs)
- 136,310 minutes read (2,272 hours or 95 days!!!)

We have not seen many middle schoolers yet this year. After last year, we are planning to be strict right from the beginning.

Submitted by:

Anne de la Chapelle, Library Director

Plattsburgh Public Library Construction Grants 2013 - 2023

| Year and project | Project cost | Grant funding awarded |
|--|-------------------|--------------------------------------|
| 2022 Ext. Door and purifier | 9,417 | 8,640 90% funding |
| 2021 Roof, driveway, windows, security cameras | 399,436 | 298,070 74% funding |
| 2017 YA Room, brickwork, bathroom updates | 50,632 | 37,974 |
| 2016 Heaters, book drop, painting, LED lighting | 74,605 | 30,317 |
| 2015 Elevator modernization, heating units, meeting room | 167,250 | 125,438 |
| 2014 Flooring, painting, front stairs, coping | 71,893 | 53,920 |
| Totals | \$ 773,233 | \$ 554,359 |
| 2023 Ramp Replacement Grant applied for | \$ 387,985 | \$ 349,187 (Anticipated 90% funding) |

Submitted for audit and consideration at a meeting of the
Plattsburgh Public Library Board of Trustees held September 27, 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> |
|--|-------------|---------------------|--|-------------------------|-------------------|-------------------|
| 0-4330 Technical Materials & Supplies | | | | | | |
| 2201 | | B&T | Misc. Book Invoices - Aug | 1,005.02 | | |
| 2202 | | Demco | Misc. Children's Supplies - Sept | 101.93 | | |
| 2203 | | Midwest Tape | Misc. DVDs (2) & ADBs (5) | 237.68 | | |
| 2204 | | Press-Republican | Daily Newspapers (2) - 1 yr Renewals | 767.76 | | 2,112.39 |
| 0-4340 Building & Grounds Supplies | | | | | | |
| 2205 | | Commercial Sales | Misc. Janitorial Supplies - Sept | 85.89 | | |
| 2206 | | NYSEG | Gas Charges - Aug | | 26.77 | |
| 2207 | | Jamie Parrotte | Reimbursement for Hand Cart Tires Purchased from Harbor Freight | 56.21 | | 168.87 |
| 0-4350 Office Supplies | | | | | | |
| 2208 | | Staples Business | Misc. Office Supplies - Sept | 88.90 | | 88.90 |
| 0-4411 Electricity | | | | | | |
| 2209 | | City of Plattsburgh | Electric Charges - Aug | | 697.71 | 697.71 |
| 0-4412 Water | | | | | | |
| 2210 | | City of Plattsburgh | Water Charges - Aug | | 253.16 | 253.16 |
| 0-4413 Sewer | | | | | | |
| 2211 | | City of Plattsburgh | Sewer Charges - Aug | | 116.26 | 116.26 |
| 0-4414 Telephone | | | | | | |
| 2212 | | FirstLight Fiber | Misc. Telephone Charges - Aug | | 396.77 | |
| 2213 | | K&S 104, Inc. | Managed IT - Aug | | 534.54 | |
| 2214 | | SymQuest | Safetynet Managed Plus - Aug | | 2,226.51 | 3,157.82 |
| 0-4430 Contracted Services | | | | | | |
| 2215 | | City of Plattsburgh | Refuse Charge - Aug | | 34.65 | |
| 2216 | | Ralph Daust | Lawn Mowing (9/9 & 9/23) | 100.00 | | |
| 2217 | | No. Co. Cleaners | Cleaning Services - Sept | 1,050.00 | | |
| 2218 | | Stafford, Owens | Professional Services - Aug | 331.50 | | 1,516.15 |
| 0-4431 Printing & Copying | | | | | | |
| 2219 | | Konica Minolta | Copier Lease Fee - Sept | | 239.76 | 239.76 |
| 0-4451 Repairs to Building | | | | | | |
| 2220 | | Hyde-Stone Mech. | Service Call Regarding Failed Compressor | 95.00 | | 95.00 |
| 0-4470 Postage | | | | | | |
| 2221 | | Pitney Bowes | Postage Meter Lease Fee (6/30/22 - 9/29/22) | | 189.42 | 189.42 |
| TOTAL: | | | | \$3,919.89 | \$4,715.55 | \$8,635.44 |

PPL Balance Sheet-As of 9/21/2022

| | <u>2022 Original</u> | <u>2022 Revised</u> | <u>2022 Actual</u> | <u>2023 Proposed</u> |
|---|----------------------|---------------------|--------------------|----------------------|
| 00006124-2401 Interest Temp | 700 | 700 | 579 | 700 |
| 00006124-2404 Special Reserves Interest | 125 | 125 | 343 | 125 |
| 00006124-2410 Rental Real Property (Coffee Bar) | 0 | 0 | 0 | 0 |
| 00006126-2613 Fines (Overdue Charges) | 0 | 0 | 192 | 0 |
| 00006127-2650 Sale of Scrap (Auction) | 0 | 0 | 0 | 0 |
| 00006127-2655 Minor Sales (Paper/Copier Charges) | 3,000 | 3,000 | 2,394 | 3,000 |
| 00006127-2680 Insurance Reimbursement | 0 | 0 | 0 | 0 |
| 00006127-2690 Property Rmbt for Lost/Damaged | 2,000 | 2,000 | 810 | 1,000 |
| 00006127-2705 Gifts & Donations | 5,000 | 5,000 | 3,958 | 5,000 |
| 00006127-2755 Trust Fund (Tillson Trust) | 16,000 | 16,000 | 9,908 | 18,000 |
| 00006227-2760 CEF Library Grant \$ | 200 | 200 | 150 | 200 |
| 00006227-2770 Local Grant \$ | 0 | 0 | 0 | 0 |
| 00006228-2810 City of Plattsburgh Contribution | 725,736 | 725,736 | 544,302 | 784,809 |
| 00006228-2882 Capital Reserve | 0 | 381,662 | 381,662 | 0 |
| 00006330-3840 Local Library State Aid (LLSA) | 7,557 | 7,557 | 8,130 | 8,258 |
| 00006330-3841 Central Lib Development Aid (CLDA) | 90,000 | 90,000 | 48,307 | 96,613 |
| 00006330-3842 State Aid (Public Lib Construction Grant) | 0 | 0 | 0 | 0 |
| 00006440-4090 Federal Aid (E-Rate) | 10,000 | 10,000 | 6,892 | 16,953 |
| Total Revenue | 860,318 | 1,241,980 | 1,007,627 | 934,658 |
| 61311000-4440 Fees for Services (Audit) | 1,129 | 1,129 | 1,129 | 1,104 |
| 61910000-4420 Unallocated Insurance | 7,315 | 7,315 | 7,372 | 7,567 |
| 61990000-4430 Contingency | 0 | 0 | 0 | 0 |
| 67410000-1100 Regular Payroll | 460,577 | 460,577 | 298,960 | 479,523 |
| 67410000-1200 Overtime Payroll | 4,060 | 4,060 | 3,350 | 5,000 |
| 67410000-1300 Temporary Payroll | 0 | 0 | 0 | 0 |
| 67410000-1400 NonPay Compensation (HC Buyout) | 3,000 | 3,000 | 3,000 | 6,000 |
| 67410000-1500 Separation Payroll | 0 | 0 | 943 | 0 |
| 67410000-2500 Other Equip. (Computers/Software) | 2,000 | 2,000 | 1,505 | 2,000 |
| 67410000-3000 Capital Outlay | 0 | 381,662 | 381,662 | 0 |
| 67410000-4330 Tech Supl/Materials (Book Budget) | 57,334 | 57,334 | 43,166 | 57,333 |
| 67410000-43400 Building/Grounds Supplies | 12,000 | 12,000 | 6,497 | 12,000 |
| 67410000-4350 Office Supplies | 2,000 | 2,000 | 1,308 | 3,000 |
| 67410000-4411 Electric | 12,000 | 12,000 | 7,405 | 12,000 |
| 67410000-4412 Water | 3,070 | 3,070 | 2,025 | 3,070 |
| 67410000-4413 Sewer | 1,550 | 1,550 | 930 | 1,395 |
| 67410000-4414 Telephone | 17,102 | 44,163 | 31,292 | 20,000 |
| 67410000-4430 Contracted Services | 45,000 | 45,000 | 37,157 | 46,000 |
| 67410000-4431 Printer & Copier Services | 4,300 | 4,300 | 2,873 | 4,600 |
| 67410000-4450 Repairs to Equipment | 500 | 500 | 0 | 500 |
| 67410000-4451 Repairs to Building | 5,000 | 5,000 | 4,566 | 5,000 |
| 67410000-4462 Conferences | 1,000 | 1,000 | 352 | 1,500 |
| 67410000-4470 Postage | 1,500 | 1,500 | 1,058 | 1,500 |
| 69010000-8000 State Retirement | 47,456 | 47,456 | 15,725 | 55,096 |
| 69030000-8000 Social Security | 35,555 | 35,555 | 22,461 | 37,526 |
| 69040000-8000 Workers Compensation | 2,508 | 2,508 | 2,424 | 2,545 |
| 69050000-8000 Unemployment Insurance | 0 | 0 | 0 | 0 |
| 69055000-8000 Disability | 820 | 820 | 217 | 500 |
| 69060000-8000 Health Insurance | 127,575 | 127,575 | 120,424 | 164,618 |
| 69070000-8000 Cafeteria Plan | 328 | 328 | 41 | 100 |
| 69089000-8000 Employee Assistance Services | 344 | 344 | 306 | 100 |
| 69560000-9000 Transfer to Capital Reserve | 0 | 0 | 0 | 0 |
| 69570000-9000 Transfer to Debt Service | 5,295 | 5,295 | 5,295 | 5,081 |
| Total Expenses | 860,318 | 1,269,041 | 1,003,443 | 934,658 |
| Annual Surplus/(Deficit): | \$0 | (\$27,061) | \$4,184 | \$0 |