



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, October 25, 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
- VI. Old Business
- VII. New Business
- VIII. Next Meeting – November 22nd
- IX. *Adjournment
- X. *Executive Session

** 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:

Increase:	Library Capital Outlay:	7410000-3000	by	\$14,592
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.

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
September 27, 2022

Call to Order:

No meeting took place due to lack of quorum.

Finance Committee:

Through an email polling of the Plattsburgh Public Library Board of Trustees the following motions were approved:

Approval of Bills:

On a motion by Jennifer Creedon, seconded by David Monette, unanimously carried and passed, to approve the abstract of bills – claims #2201-2221, in the amount of \$8,635.44

Approval of 2023 Proposed Library Budget:

On a motion by Jennifer Creedon, seconded by David Monette, unanimously carried and passed, to approve the 2023 Proposed Library Budget as presented.

Next Meeting:

The next meeting will be held October 25, 2022 at 4:30 pm.

Director's Report October 25, 2022

Our Clerk, Ali Winchell (aka Corneau) is leaving to become a Digital Marketing specialist. We will miss her, and wish her all the best! We have begun the search for a new Clerk.

We hired a new Page, Mercedes Boling, who has proven to be a quick start!

Our contract negotiations continue on October 21st.

We continue to offer free COVID test kits from either the County Health Department or CEFLS as they are available.

Our 2023 Construction Grant for \$387,985 was approved by CEFLS and has moved to the state for approval. The state has approved a 90% funding match for us due to the high poverty rate in our area. Other libraries requesting grant funds are Saranac Lake for \$240,545, and Keene Valley for \$25,050.

November 3rd is the Library's budget session before the City Council so that Council members may ask questions or clarify the budget request. The Mayor included our budget request for \$769,638 in his budget. Each department has been assigned a Council date prior to the Council's deadline to adopt the 2023 budget.

The chiller compressor was installed just in time for the heating season! The approximately \$12,000 cost was included in the Construction Grant request.

Some new programs this fall are a Teen Advisory Group, Kids and Teens Wii Tournament, Teen Cinema, and LGBTea+ Group. We are also hosting a special holiday themed Story Hour on November 19th in the Auditorium featuring a Giving tree. This is being planned with the Mayor's office, and we are happy to oblige! The City's Annual Holiday Parade will be held on Saturday, December 3rd.

Submitted by:

Anne de la Chapelle, Library Director

A. Finance and Facilities

1. *Approval of Budget Adjustment

The following motion is an adjustment to the Capital Outlay expense fund to pay for capital expenditures to date:

Increase: Library Fund – Appropriated Fund Balance	6-0599	\$26,049.28
Increase: Library Fund – Capital Outlay	7410000-3000	\$26,049.28

2. *Approval of Bills

See attached abstract of bills.

Submitted for audit and consideration at a meeting of the
Plattsburgh Public Library Board of Trustees held October 25, 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>
0-3000 Capital Outlay						
2222		AEDA, P.C.	Supplemental Work - RTU Roof Repairs - Sept	2,600.46		
2223		Hyde-Stone Mechanical	Replacement Compressor (Part of PLCG 2022-23)	11,604.57		
2224		Monahan & Loughlin	Total Complete & Stored Materials Roof Project - Sept (Part of PLCG 2019-20)	11,844.25		26,049.28
0-4330 Technical Materials & Supplies						
2225		Amazon	Misc. Book Invoices - Sept	88.81		
2226		B&T	Misc. Book Invoices - Sept	4,054.11		
2227		Midwest Tape	Misc. A/V Invoices - Sept	802.24		4,945.16
0-4340 Building & Grounds Supplies						
2228		Commercial Sales	Misc. Janitorial - Sept/Oct	302.17		
2229		NYSEG	Gas Charge - Sept		26.77	
2230		Jamie Parrotte	Petty Cash Reimbursement - Ceiling Ceiling Tiles Purchased from Lowe's on 10/14	206.84		535.78
0-4350 Office Supplies						
2231		Clinton Co. Treasurer	Misc. Office Supplies - Oct	127.21		
2232		Staples	Misc. Office Supplies - Oct	28.04		155.25
0-4411 Electricity						
2233		City of Plattsburgh	Electric Charge - Sept		690.47	690.47
0-4412 Water						
2234		City of Plattsburgh	Water Charge - Sept		253.16	253.16
0-4413 Sewer						
2235		City of Plattsburgh	Sewer Charge - Sept		116.26	116.26
0-4414 Telephone						
2236		FirstLight Fiber	Misc. Telephone Charges - Sept		396.77	
2237		K&S 104, Inc.	Managed IT - Sept		534.53	
2238		SymQuest	Managed IT - Sept		2,256.32	3,187.62
0-4430 Contracted Services						
2239		City of Plattsburgh	Refuse Charge - Sept		34.65	
2240		No. Co. Cleaners	Cleaning Services - Oct	1,050.00		
2241		Stafford, Owens	Professional Services - Sept	688.50		1,773.15
0-4431 Printing & Copying						
2242		Konica Minolta	Copier Lease Fee - Oct		382.46	382.46
TOTAL:				\$33,397.20	\$4,691.39	\$38,088.59

**Submitted for audit and consideration at a meeting of the
Plattsburgh Public Library Board of Trustees held October 25, 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 \$38,088.59 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 10/25/2022

Shirley O'Connell

President

Jennifer Creedon

Vice President