



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, November 22, 2022  
**\*\*5:15 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
- VI. Old Business
- VII. New Business
- VIII. Next Meeting – December 13<sup>th</sup> @ **5:15 p.m.**
- IX. \*Adjournment

*\* Asterisks are items for board action*

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
October 25, 2022

**Call to Order:**

The meeting was called to order at 4:33 pm by Vice President Creedon

**Trustees Present:**

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

**Trustees Excused:**

Shirley O'Connell and Elaine Ostry

**Representatives & Staff Present:**

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

**Public Forum:**

Betsy Smith stated that contract negotiations were moving along nicely.

**Approval of Minutes:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to accept the Regular Meeting Minutes of August 23, 2022 and September 27, 2022.

**Director's Report:**

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

- Carpet Estimates: Estimates were received to replace carpeting on the main floor and in the Children's room, but due to the high cost it will need to be considered in long-range planning
- Replacement Roof Project: Officially complete, except for ceiling tiles to be installed in the elevator room on the 2<sup>nd</sup> floor
- Library Clerk: In the process of filling the vacant position and may hire provisionally, since all candidates on the civil service list declined to interview

**Finance and Facilities:**

Approval of Budget Adjustment:

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

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

Approval of Bills:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to accept the abstract of bills – claims #2222-2242, in the amount of \$38,088.59.

**Old Business:**

No old business was discussed.

**New Business:**

Board Meeting Time Change:

Director de la Chapelle stated that Elaine Ostry requested change the time of the Board meetings to accommodate her teaching schedule. A discussion followed.

On a motion by Jacob Avery, seconded by David Monette, unanimously carried and passed, to change the time of the Board meeting to 5:15 pm, for the months of November 2022 through May 2023.

**Executive Session:**

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, the Board voted to go into Executive Session at 4:56 pm, to discuss contract negotiations.

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, the Board voted to come out of Executive Session at 5:09 pm.

**Library Employees Wage Increases:**

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, to approve the wage increases for the AFSCME contract as follows:

Effective July 1, 2022, all employees covered by this Agreement, except Pages, shall receive a wage increase of three percent (3%)\*

\*Effective July 1, 2022, all Pages shall receive a wage increase to \$14.20 per hour, due to the minimum wage increase on December 31, 2022

Page wages will further increase as the minimum wage increases to \$15.00 per hour.

Effective July 1, 2023, all employees covered by this Agreement, shall receive a wage increase of two percent (2%)

Effective July 1, 2024, all employees covered by this Agreement, shall receive a wage increase of two percent (2%)

Effective July 1, 2025, all employees covered by this Agreement, shall receive a wage increase of three percent (3%)\*\*

\*\*In return the Union agrees to drop their demand that the Cleaner position be filled.

**Holiday Name Change:**

On a motion by Jacob Avery, seconded by Jennifer Creedon, unanimously carried and passed, to approve the Columbus Day Holiday name change to Indigenous Peoples Day.

**Library Director's Wage Increase:**

On a motion by Jennifer Creedon, seconded by Jacob Avery, unanimously carried and passed, to increase the Library Director's salary by three percent (3%), effective May 24, 2022.

**Next Meeting:**

The next meeting will be held November 22, 2022 at 5:15 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Jennifer Creedon, seconded by David Monette, unanimously carried and passed, the Board moved to adjourn at 5:10 pm.

**LIST OF MOTIONS**

**Approval of Minutes:**

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## Director's Report November 22, 2022

This Saturday, November 19<sup>th</sup> at 10:00 a.m. is our special Holiday Story Time with Mr. Ben in the Auditorium. The Mayor will be in attendance, as well as over 50 people who have RSVP'd that they plan to come. There will be a special announcement regarding the Holiday Parade coming up on December 3<sup>rd</sup>. Please join us if you are able!

We have hired our former Page, Mercedes Boling, to be our new Clerk provisionally. She will need to score in the top three on the next Clerk/Typist exam in order to become permanent.

We have hired Parker Gill to be our new Page. He will also be provisional pending Mercedes's passing the Clerk/Typist exam in the top three. Parker will begin November 18<sup>th</sup>.

Now that the roof project is complete I am ready to submit the grant completion forms to receive our final \$29,807 (10%) in funding.

With the AFSCME contract settled, we look forward to four more years of amicable relations with the union. Thank you for your work on this.

The City Council did not have any questions for me at the budget session on November 10<sup>th</sup>. The Mayor was very supportive of the library and our funding history. I do not have a date for the actual vote on the City budget yet.

Wishing everyone a Happy Thanksgiving!

Submitted by:

Anne de la Chapelle, Library Director

Submitted for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held November 22, 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>0-4330 Technical Materials &amp; Supplies</b>						
2243		B&T	Misc. Book Invoices - Oct	1,820.53		
2244		EBSCO	Adult Periodicals (32 Titles)	1,534.57		
2245		Midwest Tape	Misc. A/V Invoices - Oct	1,172.47		<b>4,527.57</b>
<b>0-4340 Building &amp; Grounds Supplies</b>						
2246		Amazon	Hoover Vacuum Cleaner	349.15		
2247		AEDA, P.C.	Supplemental Work - RTU Roof Repairs - Oct	31.63		
2248		AEDA, P.C.	A&E Feasibility Expenses for Entrance Ramp Project - Oct (Part of PLCG 2022-23)	500.00		
2249		Commercial Sales	Misc. Janitorial Supplies - Nov	66.98		
2250		Hyde-Stone Mech.	Control Box Wire Tracing	617.50		
2251		NYSEG	Gas Charges - Oct		26.77	
2252		Jamie Parrotte	Petty Cash Reimbursement - (3) Wheeled Trash Cans Purchased from Lowe's on 11/7	119.94		
2253		Staples Business	Misc. Janitorial Supplies - Nov	123.28		<b>1,835.25</b>
<b>0-4350 Office Supplies</b>						
2254		Amazon	Misc. Office Supplies - Oct	27.99		
2255		Staples Business	Misc. Office Supplies - Nov	37.37		<b>65.36</b>
<b>0-4411 Electricity</b>						
2256		City of Plattsburgh	Electric Charge - Oct		494.07	<b>494.07</b>
<b>0-4412 Water</b>						
2257		City of Plattsburgh	Water Charge - Oct		253.16	<b>253.16</b>
<b>0-4413 Sewer</b>						
2258		City of Plattsburgh	Sewer Charge - Oct		116.26	<b>116.26</b>
<b>0-4414 Telephone</b>						
2259		FirstLight Fiber	Misc. Telephone Charges - Oct		396.04	
2260		K&S 104, Inc.	Managed IT - Oct		534.54	
2261		SymQuest	Managed IT - Oct		2,227.86	<b>3,158.44</b>
<b>0-4430 Contracted Services</b>						
2262		AEDA, P.C.	Construction Inspection Phase - Roof Replacement Project - Oct	325.00		
2263		City of Plattsburgh	Refuse Charge - Oct		34.65	
2264		Ralph Daust	Lawn Mowing (11/12)	50.00		
2265		No. Co. Cleaners	Cleaning Services - Nov	1,050.00		
2266		Otis Elevator Co.	One-time Logistics & Fuel Cost	125.00		
2267		Stafford, Owens	Professional Services - Oct	1,402.50		<b>2,987.15</b>

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<b>0-4431 Printing &amp; Copying</b>						
2268		Konica Minolta	Children's Copier Overage Fees- Oct		11.49	
2269		Konica Minolta	Children's Copier Overage Fees- Nov		8.22	
2270		Konica Minolta	Copier Lease Charges - Nov		268.83	<b>288.54</b>
<b>0-4462 Conferences</b>						
2271		NYLA	Organizational Membership	300.00		<b>300.00</b>
<b>TOTAL:</b>				<b>\$9,653.91</b>	<b>\$4,371.89</b>	<b>\$14,025.80</b>

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 \$14,025.80 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 11/22/2022

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Shirley O'Connell President

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Jennifer Creedon Vice President