



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, January 24, 2023
****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 Budget Adjustment
 - 2. *Approval of Bills
- VI. Old Business
- VII. New Business
 - A. Slate of Officers
- VIII. Next Meeting – February 28th @ **5:15 p.m.**
- IX. *Adjournment

** Asterisks are items for board action*

If you are unable to attend this meeting, please contact Jamie Parrotte at 536-7441
or parrottej@cityofplattsburgh-ny.gov as soon as possible.

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
November 22, 2022

Call to Order:

The meeting was called to order at 5:15 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; Jennifer Tallon, City of Plattsburgh Liaison; and Sherry Silcio, AFSCME Representative

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 accept the Regular Meeting Minutes of October 25, 2022.

Director's Report:

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

- Holiday Story Time: The Mayor made a surprise announcement to Mr. Ben as Grand Marshall of the Holiday Parade on December 3rd and awarded him ceremonial keys to the City of Plattsburgh
- 2023 Initiative: Mayor Rosenquest requested to meet with Director de la Chapelle next week in regard to forming a taxing district for the Library

Finance and Facilities:

Approval of Bills:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to accept the abstract of bills – claims #2243-2271, in the amount of \$14,025.80.

Old Business:

No old business was discussed.

New Business:

Library Programming: A discussion followed regarding programming and hosting a Tarot card reading.

Next Meeting:

The next meeting will be held December 13, 2022 at 5:15 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 5:40 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

Approval of Minutes:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to accept the Regular Meeting Minutes of October 25, 2022.

Approval of Bills:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to accept the abstract of bills – claims #2243-2271, in the amount of \$14,025.80.

Adjournment:

On a motion by Elaine Ostry, seconded by Jacob Avery, unanimously carried and passed, the Board moved to adjourn at 5:40 pm.

Director's Report January 24, 2023

The 2023 City budget passed with our funding set at \$769,638. This increased amount is due to the increased cost of managed IT support which is set at \$31,899 for 2023. Health insurance is also projected to increase.

Our new City Council Liaison is Jeff Moore of Ward 6.

The State Library requested additional photos of our security camera installation and the driveway replacement before awarding our final 10% of the grant money. They also asked that we remove any work to the stairs from the new grant since they were done with grant money originally. I have asked AEDA to modify the engineering report accordingly.

Once again Alissa has compiled our Year in Review which is included in your packet. Our numbers continue to increase regarding patron visits, circulation and number of patrons. We registered 900 new patrons in 2022!

I continue to serve on the board of the Leadership and Management Section (LAMS) of NYLA. I am also serving on the Communications, Membership and Scholarship Committees as the LAMS representative.

Our Annual Report to the State Library opens soon. Our Librarians have done a great job of creating spreadsheets to track program attendance, library visits, circulation numbers and meetings held in the library. Jamie tracks the financial information to input into the report. But, it is still a lot of work to put together!

The Canine Club of Clinton County/Love on a Leash brought therapy dogs to the library before the holidays. They were a big hit- especially the Shiloh Shepherds! They are ready to begin visiting on a regular basis, both for the kids downstairs, and the adults upstairs.

The 2023 Winter Reading Challenge is up and running. Sarah created a Libguide through the system for it, which can be found at <https://cefls.libguides.com/2023Winter>.

Submitted by:

Anne de la Chapelle, Library Director

2022

YEAR IN REVIEW

Many thanks to all of our patrons who showed great patience while our brand new roof was installed and while our air-conditioning system was being repaired.

Some of the most popular items added to the collection in 2022



Some Highlights



- A new roof was installed
- A surveillance system was installed
- Mr. Ben, our Children's Librarian was awarded the Key to the City
- Over 136,000 minutes were logged by kids & teens during our summer reading program
- And more >>



Over 63,000

Books & Other Items Borrowed



Over 900

New Cardholders



Over 58k

Library Visits

Over 5k

Items Added to the Collection

156

Library Programs

Over 8.9k

Digital eBooks & eAudiobooks Borrowed

Over 41k

Visits to our Official Website



12

Library Staff Contributing Expertise



Plattsburgh Public Library

19 Oak St. | Plattsburgh, New York 12901 | 518-563-0921 | www.plattsburghlib.org

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	\$19,800.01
Increase: Library Fund – Capital Outlay	7410000-3000	\$19,800.01

2. *Approval of Bills

See attached abstract of bills.

Submitted for audit and consideration through an email polling of the
Plattsburgh Public Library Board of Trustees on January 24, 2023

<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>
0-2500 Other Equipment						
2301		Cybrarian Corp.	Cybrarian Software Renewal	909.45		909.45
0-3000 Capital Outlay						
2302		Monahan & Loughlin	Total Complete & Stored Materials Roof Project - Nov (Part of PLCG 2019-20)	19,800.01		19,800.01
0-4330 Technical Materials & Supplies						
2303		Cengage Learning	Standing Order Plan - LP	2,327.00		
2304		Press-Republican	Daily Newspaper Renewal - 1yr	383.88		2,710.88
0-4340 Building & Grounds Supplies						
2305		Commercial Sales	Misc. Janitorial Supplies - Jan	140.75		140.75
0-4350 Office Supplies						
2306		Cl. Co. Treasurer	Misc. Office Supplies - Jan	84.61		
2307		Staples Business	Misc. Office Supplies - Dec		78.97	
2308		Staples Business	Misc. Office Supplies - Jan	29.24		192.82
0-4430 Contracted Services						
2309		ATIS Elevator	NYS Required Semi-Automatic Inspections	300.00		
2310		Calongne Security	Fire Alarm Monitoring - 1yr	399.00		
2311		CEF Library System	Automation Contract for 2023	5,899.48		
2312		No. Co. Cleaners	Cleaning Services - Jan	1,050.00		
2313		Stafford, Owens	Professional Services - Nov	367.50		8,015.98
0-4431 Printing & Copying						
2314		Cl. Co. Treasurer	Printing of Library Union Contract - Shared Expense with Union	15.91		
2315		Konica Minolta	Copier Lease Fee - Jan (Public & Staff Copiers)		239.76	
2316		Konica Minolta	Copier Lease Fee - Jan (Children's Room)		29.07	
2317		SymQuest	Overages - Dec (Children's)		6.87	
2318		SymQuest	Overages - Jan (Children's)		13.35	304.96
TOTAL:				\$31,706.83	\$368.02	\$32,074.85

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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 \$32,074.85 for which claim vouchers were audited and approved by the Plattsburgh Public Library Board at which such payments were duly authorized, through an email polling on 1/24/2023

Shirley O'Connell

President

Jennifer Creedon

Vice President



Board of Trustees

Shirley O'Connell, President
50 Cumberland Avenue
563-8450
1st Partial Term: 6/19/14 – 6/30/17
1st Full Term: 7/7/17 – 6/30/22
2nd Full Term: 7/1/22 – 6/30/27
Ward V
oconnellshirley@aol.com

Jennifer Creedon, Vice President
84 Brinkerhoff Street
536-0250
1st Full Term: 8/2/13 – 6/30/18
2nd Full Term: 7/1/18 – 6/30/23
Ward VI
jennifercreedon@verizon.net

Elizabeth Baker, Secretary
40 Grace Avenue
569-8441
1st Partial Term: 2/12/16 – 6/30/18
1st Full Term: 7/1/18 – 6/30/23
Ward IV
isabelbaker62@gmail.com

Jacob Avery
22 So. Platt Street
(315) 404-8812
1st Partial Term: 4/16/21 – 6/30/22
1st Full Term: 7/1/22 – 6/30/27
Ward II
javery55@gmail.com

David Monette
73 Cumberland Avenue
569-2355
1st Partial Term: 6/15/18 – 6/30/21
1st Full Term: 7/1/21 – 6/30/26
Ward V
dave@davidmonette.com

Elaine Ostry
54 Olivetti Place
572-9497
1st Partial Term: 12/4/20 – 6/30/25
Ward III
ostryem@plattsburgh.edu



2023 Board Meeting Dates

January 24th (Tues.) @ 5:15pm

February 28th (Tues.) @ 5:15pm

March 28th (Tues.) @ 5:15pm

April 25th (Tues.) @ 5:15pm

May 23rd (Tues.) @ 5:15pm

June 27th (Tues.) @ 4:30pm

July 25th (Tues.) @ 4:30pm

August 22nd (Tues.) @ 4:30pm

September 26th (Tues.) @ 4:30pm

October 24th (Tues.) @ 4:30pm

November 28th (Tues.) @ 4:30pm

December 12th (Tues.) @ 4:30pm

Finance Committee Dates

January 18th (Wed.)

February 22nd (Wed.)

March 22nd (Wed.)

April 19th (Wed.)

May 17th (Wed.)

June 21st (Wed.)

July 19th (Wed.)

August 16th (Wed.)

September 20th (Wed.)

October 18th (Wed.)

November 22nd (Wed.)

December 6th (Wed.)

**Meetings are located in the Smart Room*