



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, April 25, 2023  
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 Bills
    2. \*Approval of 2023 Central Library Services Aid (CLSA) Budget
  - B. Personnel and Policies
    1. Director Evaluation – Due May 13<sup>th</sup>
- VII. Old Business
- VIII. New Business
- IX. Next Meeting – May 23<sup>rd</sup>
- X. \* Adjournment

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

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
March 28, 2023

**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, Barbara Barry, Jessamyn Neuhaus, and Seth Silver

**Trustees Excused:**

David Monette, Shirley O'Connell, and Elaine Ostry

**Representatives & Staff Present:**

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Jeff Moore, City of Plattsburgh Liaison; and Jamie Parrotte, Administrative Assistant

**Welcome New Trustees:**

The Board welcomed new Trustees, Barbara Barry and Jessamyn Neuhaus.

**Oath of Office:**

Jamie administered the Oath of Office to the new Board members.

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Elizabeth Baker, seconded by Seth Silver, unanimously carried and passed, to accept the Regular Meeting Minutes of February 28, 2023.

**Director's Report:**

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

- Working with the Dept. of Labor regarding a roofing subcontractor who didn't file certified payroll reports
- Explained the Roof Replacement Project and how it was funded. The next construction project is to replace the entrance ramp and garden beds, but waiting for final approval before putting it out to bid.

**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 #2336-2357, in the amount of \$16,667.63.

**Old Business:**

No old business was discussed.

**New Business:**

Library Giving Day:

As part of Library Awareness Week, we are participating in Library Giving Day on April 4<sup>th</sup>.

**Next Meeting:**

The next meeting will be held April 25, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Elizabeth Baker, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board moved to adjourn at 4:43 pm.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

**Approval of Minutes:**

On a motion by Elizabeth Baker, seconded by Seth Silver, unanimously carried and passed, to accept the Regular Meeting Minutes of February 28, 2023.

**Approval of Bills:**

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, to accept the abstract of bills – claims #2336-2357, in the amount of \$16,667.63.

**Adjournment:**

On a motion by Elizabeth Baker, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board moved to adjourn at 4:43 pm.

## Director's Report April 25, 2023

Kim Bailey and Pat Loughlin brought lunch for the three of us recently to discuss a possible garden seating area on our south lawn in honor of Kathy Murnane, a longtime Friends' member. They would like to use Friends' money to create a patio with a bench and plants. They are consulting with a garden designer for plans, and will present them to the board in the future.

Ben Carman and Alissa Vidulich are attending the 2023 Youth Services Section of NYLA Conference in Lake George on April 28<sup>th</sup>. This will be Alissa's first young adult conference and will help her to further assimilate into the Children's Room. They are driving down for the day.

We had 10 system Library Directors attend the CEF Director's Association (CEFDA) meeting we hosted earlier this month. Most are fairly new to the system and a good discussion was had regarding the system, and how we might best work together for the common good. Courtney Carey from the Tupper Lake Library will be the new CEFDA Representative who will attend CEF board meetings and present CEFDA meeting highlights.

The NY State Library has finally made changes to the Central Library funding streams. There is now just the Central Library Services Aid line, which incorporates the former CLDA and CBA monies. We can now purchase any type of library material with the funds, while in the past it had to be adult non-fiction. I have included the proposed budget for the upcoming year. Both the Members Advisory Committee and the CEF Board have already reviewed it. It maintains our funding from the state in the form of Member Library Services money.

The steel exterior door has finally been installed. This was paid for with state construction aid from 2020-2021. It replaces the original wooden door which was no longer weatherproof.

Our Page, Parker Gill is leaving to attend graduate school in the fall. We have posted the Page position on our webpage and Facebook page.

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 April 25, 2023**

<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</b>	<b>Capital Outlay</b>				
2358		D.S. Specialties	Replacement of Exterior Steel Basement Door (Part of PLCG 2020-21)	5,338.90		<b>5,338.90</b>
	<b>0-4330</b>	<b>Technical Materials &amp; Supplies</b>				
2359		Baker & Taylor	Misc. Book Invoices - Mar	1,763.35		
2360		Midwest Tape	Misc. DVDs (16) & ADBs (5)	583.04		<b>2,346.39</b>
	<b>0-4340</b>	<b>Building &amp; Grounds Supplies</b>				
2361		Amazon.com	Misc. Bldg. Supplies - Apr	29.74		
2362		Commercial Sales	Misc. Janitorial Supplies - Apr	168.81		
2363		NYSEG	Gas Charges - Mar		1,063.87	<b>1,262.42</b>
	<b>0-4350</b>	<b>Office Supplies</b>				
2364		Amazon.com	Misc. Office Supplies - Apr	229.95		
2365		Staples Business	Misc. Library Supplies - Apr	52.69		<b>282.64</b>
	<b>0-4411</b>	<b>Electricity</b>				
2366		City of Plattsburgh	Electric Charge - Mar		1,022.34	<b>1,022.34</b>
	<b>0-4412</b>	<b>Water</b>				
2367		City of Plattsburgh	Water Charge - Mar		331.60	<b>331.60</b>
	<b>0-4413</b>	<b>Sewer</b>				
2368		City of Plattsburgh	Sewer Charge - Mar		116.26	<b>116.26</b>
	<b>0-4414</b>	<b>Telephone</b>				
2369		FirstLight Fiber	Phone Charges - Mar		396.69	
2370		Layer Eight	Domain Renewal - 5 Yr		124.95	
2371		SymQuest	Managed IT - Mar		2,178.29	<b>2,699.93</b>
	<b>0-4430</b>	<b>Contracted Services</b>				
2372		City of Plattsburgh	Refuse Charge - Mar		34.65	
2373		No. Co. Cleaners	Janitorial Services - Apr	1,375.00		<b>1,409.65</b>
	<b>0-4431</b>	<b>Printing &amp; Copying</b>				
2374		Konica Minolta	Copier Lease Charges - Apr (Public & Staff Copiers)		29.07	
2375		Konica Minolta	Copier Lease Fees - Apr (Public & Staff Copiers)		239.76	<b>268.83</b>
	<b>0-4451</b>	<b>Repairs to Building</b>				
2376		ADK Plumbing	Service Call to Replace Hot Water Tank & Main Floor Restroom Faucet	1,288.10		
2377		Hyde-Stone Mech.	Service Call for Leaking Pipes in Children's Room	153.00		<b>1,441.10</b>





Anne de la Chapelle  
Library Director

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## **2023 CEFLS Central Library Services Aid Budget**

### **Central Library Services Aid**

Central Library Services	\$ 97,257
Syndetics Software for OPAC	\$ 3,100
OverDrive Platform Annual Subscription	\$ 9,000
Databases	\$ 15,000
Audio Books/DVDs (Midwest Tape)	\$ 3,900
Print Books	\$ 20,100
OverDrive Content	\$ 20,339
<b><u>Total Central Library Services Aid</u></b>	<b><u>\$168,696</u></b>

\*Total aid based on flat funding from the enacted 2022 NYS Budget. Any changes in CLSA funding will be reflected in OverDrive digital content.

Recommended by MAC:

CEFLS Board Approval:

Plattsburgh Public Library Board Approval: