



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, May 23, 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
 - B. Personnel and Policies
 1. Director Evaluation
 2. *Approval of Security Surveillance System Policy
- VII. Old Business
- VIII. New Business
- IX. *Executive Session
- X. Next Meeting – June 27th
- XI. * Adjournment

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
April 25, 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; Barbara Barry, David Monette, Jessamyn Neuhaus, and Seth Silver

Trustees Excused:

Jacob Avery, Shirley O'Connell, and Elaine Ostry

Representatives & Staff Present:

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

Oath of Office:

Jamie Parrotte administered the Oath of Office to David Monette.

Public Forum:

Betsy Smith introduced herself to the new Board members as Union Steward.

Approval of Minutes:

On a motion by David Monette, seconded by Jessamyn Neuhaus, unanimously carried and passed, to accept the Regular Meeting Minutes of March 28, 2023.

Director's Report:

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

- Library Giving Day: To date we raised \$2,309. Discussion followed regarding a mailing list for future fundraisers.
- Library Page Vacancy: Received about a dozen applications for the Page vacancy that will occur at the end of May
- Public Library Construction Grant: The current construction grant, which includes the ramp and two V gardens, has been submitted and if accepted, 90% is projected to be awarded. AEDA has been budgeted to manage the project.

Finance and Facilities:

Approval of Bills:

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, to accept the abstract of bills – claims #2358-2380, in the amount of \$17,116.06.

Approval of 2023 Central Library Services Aid (CLSA) Budget:

Director de la Chapelle explained the budget and asked the Board for approval.

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, to accept the 2023 Central Library Services Aid (CLSA) Budget, as presented.

Personnel and Policies:

Director Evaluation:

Jennifer Creedon stated Director Evaluations are to be returned to her by May 13th.

Old Business:

No old business was discussed.

New Business:

No new business was discussed.

Next Meeting:

The next meeting will be held May 23, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by David Monette, seconded by Seth Silver, unanimously carried and passed, the Board moved to adjourn at 4:59 pm.

Transcribed by Jamie Parrotte

LIST OF MOTIONS

Approval of Minutes:

On a motion by David Monette, seconded by Jessamyn Neuhaus, unanimously carried and passed, to accept the Regular Meeting Minutes of March 28, 2023.

Approval of Bills:

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Adjournment:

On a motion by David Monette, seconded by Seth Silver, unanimously carried and passed, the Board moved to adjourn at 4:59 pm.

Director's Report May 23, 2023

We have hired Allie Racette as our new Page. Allie is a graduate of SUNY Potsdam. Her first day will be May 30. We had 23 applicants.

Helen Nerska from CCHA, and her crew, came for the historic map collection and the metal cases they were stored in.

We are planning a basement cleanout this spring. Since there is now space upstairs, we plan to store the newspapers and other archival material there instead of the basement.

We have a great deal of extra metal shelving which I would like to offer to the North Country Veterans Association for their new library. I worked with them to set the library up and applaud Ken Haynes' dedication and follow through!

I recently received our Funding Commitment Decision Letters for our 2023 USAC E-rate application. We have been approved for \$3,801.98 for Internet, and \$21,391.10 for Managed IT services. This is almost 80% of our costs. We are no longer paying for LayerEight services.

We are participating in the City's composting program. The City's Climate Smart Taskforce is working to attain climate smart certifications, and needs municipal buildings to recycle food waste. Per Rachelle Armstrong, "the City Council adopted The Food Waste Reduction and Recycling Policy last September that sets up a system for collecting food scraps for composting in municipal buildings. The mayor has approved the process to proceed with the food scrap audit (a policy prerequisite) in your building May 15, 2023. Thank you in advance for your important role as leaders in the effort to build a sustainable future in Plattsburgh." We have a bucket in the workroom and a large bin outside to collect food waste.

I contacted Assemblyman Billy Jones about funding to help pay to replace our old carpeting. He said he would keep an eye out for any possible sources of funding and keep us posted.

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 May 23, 2023**

Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-4330 Technical Materials & Supplies						
2381		Amazon	Misc. Juv. Print (3 Titles)	46.89		
2382		Baker & Taylor	Misc. Book Invoices - Apr	1,845.28		
2383		Midwest Tape	Misc. A/V Invoices - Apr	411.86		2,304.03
0-4340 Building & Grounds Supplies						
2384		Amazon	Misc. Bldg. Supplies - May	68.53		
2385		Commercial Sales	Misc. Janitorial Supplies - May	142.93		
2386		NYSEG	Misc. Gas Charges - Apr		204.23	415.69
0-4350 Office Supplies						
2387		Demco, Inc.	Misc. Children's Supplies - May	38.02		
2388		Staples Business	Misc. Office Supplies - May	76.98		115.00
0-4411 Electricity						
2389		City of Plattsburgh	Electric Charge - Apr		910.59	910.59
0-4412 Water						
2390		City of Plattsburgh	Water Charge - Apr		293.20	293.20
0-4413 Sewer						
2391		City of Plattsburgh	Sewer Charge - Apr		116.26	116.26
0-4414 Telephone						
2392		FirstLight Fiber	Phone Charges - Apr		396.06	
2393		SymQuest	Managed IT - Apr		2,349.48	2,745.54
0-4430 Contracted Services						
2394		Chimera Integrations	Annual Eagle Eye Camera Management Subscription	1,080.00		
2395		City of Plattsburgh	Refuse Charge - Apr		34.65	
2396		Impact Fire	Annual Fire Ext. Inspection	163.00		
2397		No. Co. Cleaners	Janitorial Services - May	1,375.00		2,652.65
0-4431 Printing & Copying						
2398		Konica Minolta	Copier Lease Fee - May		268.83	
2399		SymQuest	Overages (Children's) - Apr		20.21	289.04
0-4470 Postage						
2400		Pitney Bowes, Inc.	Postage Meter Ink		79.49	79.49
TOTAL:				\$5,248.49	\$4,673.00	\$9,921.49

**Submitted for audit and consideration at a meeting of the
Plattsburgh Public Library Board of Trustees held May 23, 2023**

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 \$9,921.49
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 May 23, 2023

Shirley O'Connell

President

Jennifer Creedon

Vice President

Security Surveillance System Policy

In order to provide a safe and secure environment for residents and Library Staff, video surveillance of Library property may be used.

Video surveillance records are the sole property of Plattsburgh Public Library.

Cameras are positioned to monitor public areas.

Signage disclosing the use of video surveillance is posted.

Video surveillance records are intended for protection of public property and for providing information for review in the event of an incident or accident in the Library.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons unless those patrons are involved in a library incident or accident.

Video surveillance will be monitored by authorized Library Staff.

Video Surveillance records may be used to assist law enforcement agencies in accordance with applicable laws.