



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, July 25, 2023
4:30 p.m.
Agenda

- I. Call to Order
- II. Welcome New Trustee
- III. Oath of Office
- IV. Public Forum
- V. *Approval of Minutes
- VI. Director's Report
- VII. Committee Reports
 - A. Finance and Facilities
 1. *Approval of Bills
- VIII. Old Business
- IX. New Business
- X. Next Meeting – August 22nd
- 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
June 27, 2023

Call to Order:

The meeting was called to order at 4:30 pm by President Shirley O'Connell

Trustees Present:

Shirley O'Connell, President (via Zoom); Jennifer Creedon, Vice President; Elizabeth Baker, Secretary; Barbara Barry, Jessamyn Neuhaus, and Seth Silver

Trustee Absent:

Jacob Avery, David Monette, and Elaine Ostry

Representatives & Staff Present:

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

Public Forum:

Nick Dubay introduced himself and stated he was interested in joining the Board.

Approval of Minutes:

On a motion by Barbara Barry, seconded by Seth Silver, unanimously carried and passed, to accept the Regular Meeting Minutes of May 23, 2023.

Director's Report:

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

- Public Library Construction Grant (PLCG): The amendment to the 2020-21 PLCG was approved and the final budget will be submitted for payment of the final 10% (\$864)
- Maintenance of Effort: Explained that the annual report will be adjusted to meet the State Library's requirements and if needed, a waiver will be filed

Finance and Facilities:

Approval of Bills:

On a motion by Jennifer Creedon, seconded by Barbara Barry, unanimously carried and passed, to accept the abstract of bills – claims #2401-2428, in the amount of \$18,205.99.

Personnel and Policies:

Approval of Circulation Policies:

Director de la Chapelle explained that a few typos were found, but the policy could be approved, then the final will be included in the July Board packet.

On a motion by Elizabeth Baker, seconded by Barbara Barry, unanimously carried and passed, to approve the Circulation Policies.

Old Business:

No old business was discussed.

New Business:

Election of Officers:

Director de la Chapelle asked if anyone was interested in volunteering for the offices are being vacated by Jennifer Creedon and Elizabeth Baker.

On a motion by Jennifer Creedon, seconded by Elizabeth Baker, unanimously carried and passed, to accept the following Officers:

Vice President: Barbara Barry

Secretary: Seth Silver

Executive Session:

On a motion by Jennifer Creedon, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board voted to go into Executive Session at 4:39 pm, to discuss the employment history of an individual.

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

Next Meeting:

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

Adjournment:

On a motion by Barbara Barry, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 5:09 pm.

LIST OF MOTIONS

Approval of Minutes:

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Director's Report July 25, 2023

Summer Reading is going strong! I have asked our Children's Librarian Ben Carman to come to the meeting to give you a brief overview of the programming this summer.

It is almost City budget time. We will begin work on our budget next week and present it at the August meeting. The Mayor expects most budgets to remain fairly constant.

I am on the Leadership and Management board of NYLA. We are offering three scholarships of \$800 each to attend NYLA Conference November 1-4, 2023. As Chair of the Scholarship Committee, I have received 16 applications for support staff, administrators, and new Library Directors. I am working with two LAMS colleagues to select the successful entrants.

There are a couple of very good workshops being offered in mid-August:

August 15th is the *Trustees Handbook Book Club: Strategic Planning* at 5:00 pm
(https://us06web.zoom.us/webinar/register/WN_x9mwA1edQLKWWNM38hh1fQ#/registration)

August 16th is *Departures and Arrivals: Succession Planning for Libraries* workshop 2:00 – 3:00 pm. @Zoom. You can register for this at <https://lilrc.org/event-5284893>.

We are still waiting to hear from the NY State Library about our 2022-23 Construction Grant application. I just learned that the issue with our Maintenance of Effort is settled, and we did pass the “test”. Thanks to CEFLS for working on this with us.

We have purchased a pass to Shelburne Museum which allows our library patrons to a 50% admittance deduction. Full rates are \$25 for adults and 5-12 years: \$12 and 13-17 years: \$14. We look forward to a lot of usage of this pass. (It is only for Plattsburgh card holders).

Submitted by: Anne de la Chapelle, Library Director

**Submitted for audit and consideration at the meeting of the
Plattsburgh Public Library Board of Trustees held July 25, 2023**

Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-4330 Technical Materials & Supplies						
2429		Amazon.com	Misc. Book Invoices & Summer Reading Supplies	763.82		
2430		Baker & Taylor	Misc. Book Invoices - Jun	4,284.92		
2431		Midwest Tape	Misc. A/V Invoices - Jun	600.78		5,649.52
0-4340 Building & Grounds Supplies						
2432		Amazon.com	Misc. Bldg/Janitorial Supplies	55.82		
2433		Commercial Supplies	Misc. Janitorial Supplies - Jul	199.94		
2434		NYSEG	Gas Charges - Jun		26.77	282.53
0-4350 Office Supplies						
2435		Demco	Misc. Processing Supplies - Jul	60.94		
2436		Staples	Misc. Office Supplies - Jul	55.42		116.36
0-4411 Electricity						
2437		City of Plattsburgh	Electric Charge - Jun		1,314.66	1,314.66
0-4412 Water						
2438		City of Plattsburgh	Water Charge - Jun		293.20	293.20
0-4413 Sewer						
2439		City of Plattsburgh	Sewer Charge - Jun		116.26	116.26
0-4414 Telephone						
2440		FirstLight Fiber	Phone Charges - Jun		396.06	
2441		SymQuest	Managed IT - Jun		2,205.07	2,601.13
0-4430 Contracted Services						
2442		City of Plattsburgh	Refuse Charge - Jun		34.65	
2443		Ralph Daust	Lawn Care (3 Visits) - Jul	150.00		
2444		No. Co. Cleaners	Janitorial Services - Jul	1,375.00		1,559.65
0-4431 Printing & Copying						
2445		Konica Minolta	Copier Lease Fees - Jul		237.79	
2446		SymQuest	Overages (Children's) - Jul		8.68	246.47
0-4462 Conferences						
2447		NNYLN	Membership Dues - 1 Yr	52.50		52.50
0-4470 Postage						
2448		Purchase Power	Postage Meter Charge - Jun	5.65		5.65
TOTAL:				\$7,604.79	\$4,633.14	\$12,237.93

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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 \$12,237.93 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 July 25, 2023

Shirley O'Connell President

Barbara Barry Vice President

Circulation Policies

I. Library Hours

- a. The Library is open the following hours every week, except holidays:
 - i. Mondays, Fridays, and Saturday – 9am to 5pm
 - ii. Tuesdays, Wednesdays, and Thursdays – 9am to 7:30pm
 - iii. Sundays – Closed
- b. Library hours are posted at the entrance
- c. Library closings will be communicated to the public via signs at the entrance and in high traffic areas of the library as well as on the website and through social media accounts

II. Library Patrons

- a. Any person coming into the Library may use the collection within the building free of charge
- b. Persons wishing to borrow materials for home use are required to register for a library card. All items checked out to that card are the responsibility of the person or the parent/legal guardian listed on the account
- c. Registration is free to any legal resident of Clinton, Essex, or Franklin counties; and to all property owners within the system area
- d. Plattsburgh Public Library also registers students attending SUNY Plattsburgh or Clinton Community College and temporary housing residents with full borrowing privileges for limited periods of time
- e. All other persons who are not legal residents of Clinton, Essex, or Franklin counties may register in person to borrow materials from the Library upon payment of a \$10.00 non-refundable annual fee. Non-residents may include persons whose planned stay in the area is three months or less. Canadians living in Quebec Province are also required to pay the non-resident deposit. One non-resident library card will be issued for family/personal use

III. Registration for Library Cards

- a. Library cards permitting full use of the resources of the Library are issued as follows:
 - i. Adult library cards are issued to persons 18 years of age and over, not classified as a college student, after filling out an adult(18+) application, providing valid photo ID, and proof of residence if not listed on ID
 1. Valid ID must be current, have a photo, and patron's name.
Examples may include:
 - a. Driver's License
 - b. Passport
 - c. Learner's permit
 - d. State ID
 2. Proof of residency may be any of the following items:
 - a. Rent receipt

- b. Lease
- c. Electric bill
- d. Phone bill
3. These library cards require renewal every three years
- ii. Juvenile/Young Adult library cards are issued to children and teenagers under the age of 18 after filling out a youth(0-17) application
 1. A parent or legal guardian's signature is required for registration for any patron under the age of 18
 2. The children or teenagers must be present for a parent or legal guardian to apply for a library card in their name
 3. Verification of address will be done through the parent or legal guardian's registration in Horizon, or with photo ID and proof of address
 4. The parent or legal guardian's name will be listed on the account until the patron reaches the age of 18
 5. These library cards require renewal every three years
- iii. College student library cards are issued to students after filling out a temporary application, presenting a College ID card or Driver's license with permanent address
 1. These library cards expire at the end of every semester and can be renewed
 2. A permanent address will be listed on the account in case contact needs to be made after the end of a semester
- iv. Temporary housing resident library cards are issued after filling out a temporary application, providing ID, and proof of residency
 1. These library cards expire after three months and can be renewed
 2. A secondary address will be required in case of contact after patron moves from temporary housing
- v. Non-resident library cards are issued after filling out a temporary application, providing ID, proof of permanent address and paying the \$10.00 non-resident card fee
 1. These library cards expire after one year and can be renewed for an additional year with payment of the non-resident \$10.00 fee

IV. Circulation of Library Materials

- a. Plattsburgh Public Library makes a wide variety of materials available to their patrons and patrons of the libraries in the Clinton Essex Franklins Library system
 - i. New adult fiction books, new fiction DVDs, and some of the museum/historic site passes (passes) circulate to only Plattsburgh Public Library patrons
- b. Amount of time library material may be borrowed is determined by type, age and intended use of item
 - i. Borrowing periods include:
 1. 3 days
 2. 7 days
 3. 14 days
 4. 28 days

- ii. The length of check out for each item will be noted on the item unless the borrowing period is 28 days
- iii. Specific items and collections are designated as non-circulating and are to be used in the library
 - 1. Current non-circulating items & collections include:
 - a. Newspapers
 - b. Current issue of magazines
 - c. Current Consumer Reports buying guides
 - d. Reference collection
 - e. Local history & genealogy collection
 - f. Microfilm
- c. Limits on number of items borrowed may vary
 - i. Books: unlimited
 - ii. Audiobooks: unlimited
 - iii. DVD and Blu-Ray: 10 per card
 - iv. Passes: one at a time
 - v. Puzzles & Games: unlimited
- d. Patrons are allowed to renew items prior to the due date one time as long as there are no requests for the items. Any additional renewal can be obtain by contacting the library but will depend upon when the item was checked out, owning library within the Clinton Essex Franklin Library system, age of the item and any active requests for that item. Passes are not renewable
- e. A request (or hold) may be placed on circulating items. Requests are filled on a first-in-first-out basis. A patron may have up to ten requests at one time. Passes may not have holds placed on them.
- f. Overdue/lost item notices are a courtesy of the library and are sent regularly at the library's discretion. Failure to receive an overdue notice does not relieve the patron of the responsibility of keeping track of library materials checked out to their account

V. Fines & Fees

- a. There will be no late fines for any Plattsburgh library materials except for museum/historic site passes
 - i. Late fines are \$4.00 a day
- b. Fees
 - i. Lost or damaged materials replacement fees are as follows:
 - 1. Adult fiction \$20.00
 - 2. Adult non-fiction \$25.00
 - 3. Adult mass market paperback \$10.00
 - 4. Adult audiobook: \$35.00
 - 5. Young adult fiction \$20.00
 - 6. Young adult non-fiction: \$25.00
 - 7. Young adult graphic novels \$5.00
 - 8. Juvenile fiction \$15.00
 - 9. Juvenile non-fiction \$15.00
 - 10. Juvenile paperback \$5.00
 - 11. Juvenile audiobook: \$15.00
 - 12. DVD/Blu-ray: \$20.00

13. Multimedia kits, puzzles, games, e-readers, and other materials designated as objects if lost will be determined by the price paid for the item and at the Director's discretion
 14. Patrons will be asked to pay the cost of a museum/historic site pass if lost
 15. A \$3.00 processing fee will be added to the cost of replacing to items lost or damaged (processing fee = cost of barcode, materials, and time to get the book ready for the shelf and added to database)
 16. If the item paid for is later found, it belongs to the patron
- ii. Loss of Library card
1. Patrons are responsible for contacting the library when a card has been lost to suspend the use of that specific card in accessing library materials
 2. A replacement card can be obtained with a fee of \$1.00