



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, August 22, 2023
4:30 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
 - 2. *Approval of 2023 CLSA Budget
 - B. Personnel and Policies
 - 1. Director Search Committee
- VI. Old Business
- VII. New Business
- VIII. Next Meeting – September 26th
- IX. * 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:

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

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.

Approval of Circulation Policies:

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

Election of Officers:

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.

Adjournment:

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

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
July 25, 2023

Call to Order:

No meeting took place due to lack of quorum.

Finance Committee:

Through an email polling of the Plattsburgh Public Library Board of Trustees the following motion was approved:

Approval of Bills:

On a motion by Jacob Avery, seconded by Seth Silver, unanimously carried and passed, to approve the abstract of bills – claims #2429-2448, in the amount of \$12,237.93.

Next Meeting:

The next meeting will be held August 22, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Director's Report August 22, 2023

We had a very successful Summer Reading Program this year. Over 311 kids signed up and over 81,000 minutes have been read as of August 4th. The final Teen Dance Party is Friday August 25th at 2pm. We received a \$500 grant from Stewart's Shops to help fund the programs.

We were notified that the state has approved our application for the 2022 Construction Project in the amount of \$341,902.00, which is 90% of the total cost to reconstruct the exterior ramp, garden walls, and chiller compressor replacement! Billy Jones made the public announcement Thursday, August 10th. We should receive 90% of this money right away and the final 10% at the conclusion of the project. I have let AEDA know so that we can prepare the next steps in the construction process.

Our 2021 Construction Program final report has been approved and the final \$846 is on the way.

We received our Erate funding for 2022-23 in the amount of \$16,953.69. The city is looking at a new phone system, which will be broken out by department in the 2024 budget.

We have a lot of staff vacation time over the summer, but staff have been great about swapping days off with colleagues to keep overtime to a minimum.

The LAMS Scholarships to the NYLA Conference went to staff at Avon Free Library, Wead Library (Malone), and Queens Public Library. We had 15 applicants in total, so it was very competitive.

We are hosting a grant funded movie making class led by photographer Jason Greer. About a dozen kids aged 15-18 are learning how to produce a movie here in the library. They will be here August 14-18 from 9:00 a.m. to 12:00 p.m. They have chosen to make a horror movie, so our dark basement and staircases will offer great scenes.

I have not heard anything further from Kim Bailey or Pat Loughlin about the garden bench they want to purchase with Friends money for our Brinkerhoff side yard. The city DPW will install the heritage sign there this fall.

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 August 22, 2023

Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-4330 Technical Materials & Supplies						
2449		Baker & Taylor	Misc. Book Invoices - Jul	4,311.79		
2450		Midwest Tape	Misc. A/V Invoices - Jul	999.94		5,311.73
0-4340 Building & Grounds Supplies						
2451		Commercial Sales	Misc. Janitorial Supplies - Aug	235.87		
2452		NYSEG	Misc. Gas Charges - Jul		26.77	
2453		Staples Business	Misc. Janitorial Supplies - Aug	83.02		345.66
0-4350 Office Supplies						
2454		Staples Business	Misc. Office Supplies - Aug	152.57		152.57
0-4411 Electricity						
2455		City of Plattsburgh	Electric Charge - Jul		1,257.05	1,257.05
0-4412 Water						
2456		City of Plattsburgh	Water Charge - Jul		293.20	293.20
0-4413 Sewer						
2457		City of Plattsburgh	Sewer Charge - Jul		116.26	116.26
0-4414 Telephone						
2458		FirstLight Fiber	Misc. Telephone Charges - Jul		396.10	
2459		SymQuest	Managed IT - Jul		2,214.30	2,610.40
0-4430 Contracted Services						
2460		City of Plattsburgh	Refuse Charge - Jul		34.65	
2461		Ralph Daust	Lawn Care - Aug	100.00		
2462		Hyde-Stone Mech.	Service Call to Troubleshoot A/C & Semi-Annual HVAC Service Agmt	2,272.20		
2463		Johnson Controls	Annual Fire Alarm Test & Inspection (Mechanical Room)	458.96		
2464		No. Co. Cleaners	Cleaning Services - Aug	1,375.00		4,240.81
0-4431 Printing & Copying						
2465		Konica Minolta	Copier Lease Fee - Aug		265.95	265.95
0-4451 Repairs to Building						
2466		Adk Affordable Plumbing	Service Call to Repair Main Floor Toilet & Upstairs Sink	245.00		245.00
TOTAL:				\$10,234.35	\$4,604.28	\$14,838.63

**Submitted for audit and consideration at a meeting of the
Plattsburgh Public Library Board of Trustees held August 22, 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 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

\$14,838.63

August 23, 2022

Shirley O'Connell

President

Barbara Barry

Vice President



Anne de la Chapelle
Library Director

Plattsburgh Public Library
19 Oak Street
Plattsburgh, NY 12901-2810
(518) 563-0921
delachapellea@cityofplattsburgh-ny.gov
www.plattsburghlib.org

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	\$ 20,711
<u>Total Central Library Services Aid</u>	<u>\$169,068</u>

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

Barbara Barry, PPL Vice President

Gayla LePage, CEFLS President

CEFLS Board Approval:
Plattsburgh Public Library Board Approval:

Amended 08/21/2023