



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, March 28, 2023
4:30 p.m.
Agenda

- I. Call to Order
- II. Welcome New Trustees
- 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 – April 25th
- 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
February 28, 2023

Call to Order:

The meeting was called to order at 4:43 pm by Vice President Creedon

Trustees Present:

Jennifer Creedon, Vice President; Elizabeth Baker, Secretary; Jacob Avery, and Seth Silver

Trustees Absent:

David Monette, 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

Welcome New Trustee:

The Board welcomed new Trustee, Seth Silver.

Public Forum:

No one addressed the Board.

Approval of Minutes:

On a motion by Jacob Avery, seconded by Jennifer Creedon, unanimously carried and passed, to accept the Regular Meeting Minutes of January 24, 2023.

Director's Report:

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

- **Trustee Training:** Trustees need to complete two (2) hours of professional education each year and I will email the schedule & registration links to everyone
- **School Break at the Library:** We had many popular programs last week with a mini golf course set up in the auditorium, a Perler bead party, and visits from therapy dogs. We hosted a PBS Playdate, had many new families attending the Family Storytime, and 56 new library cards were issued
- **Meeting with City Liaison:** When discussing a taxing district with Jeff Moore, he said he would start by asking the Town of Plattsburgh for a contribution to help boost our Library budget

Finance and Facilities:

Approval of Bills:

On a motion by Elizabeth Baker, seconded by Jacob Avery, unanimously carried and passed, to accept the abstract of bills – claims #2319-2335, in the amount of \$14,032.83.

Resolution to Pay Bills:

On a motion by Elizabeth Baker, seconded by Seth Silver, unanimously carried and passed, to approve operation payments to the City of Plattsburgh for Electricity, Water, Sewer, and Refuse; NYSEG (Gas), FirstLight Fiber (Telephone), SymQuest (Managed IT & Copier Lease), and Pitney Bowes (Postage Meter). Payments in excess of 50% of the previous period's payment will still require Board approval.

Old Business:

Board Meeting Time Change:

On a motion by Jacob Avery, seconded by Jennifer Creedon, unanimously carried and passed, to change the time of the Board meeting back to 4:30 pm.

New Business:

Election of Officers:

On a motion by Jacob Avery, seconded by Seth Silver, unanimously carried and passed, to accept the Slate of Officers for 2023:

President: Shirley O'Connell
Vice President: Jennifer Creedon
Secretary: Elizabeth Baker
Treasurer: Richard Marks, City Chamberlain (ex-officio member of the Board)

Oath of Office:

Jamie administered the Oath of Office to the Board.

Conflict of Interest Questionnaire:

Jamie distributed Conflict of Interest questionnaires to the Board.

Approval of 2022 Annual Report:

Director de la Chapelle briefly discussed the annual report and asked for approval.

On a motion by Elizabeth Baker, seconded by Seth Silver, unanimously carried and passed, to accept the 2022 Annual Report for Public and Association Libraries as presented.

Next Meeting:

The next meeting will be held March 28, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Jacob Avery, seconded by Elizabeth Baker, unanimously carried and passed, the Board moved to adjourn at 4:54 pm.

LIST OF MOTIONS

Approval of Minutes:

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Director's Report March 28, 2023

Welcome to our new Trustees, Barbara Barry and Jessamyn Neuhaus!!

We are once again participating in Library Giving Day on April 4th as part of Library Awareness Week. Sarah Spanburgh and Alissa Vidulich are spearheading the effort with press releases, social media posts and bookmarks. Donation can be made via PayPal or by checks to the library. There was a short article in the Press Republican on March 17th. There were several inaccuracies in the article, such as saying that donations paid for our new roof! But, it got the word out. (Copy included at end of report).

We have been meeting with Courtney Meisenheimer the Community Engagement Coordinator for the City to brainstorm ideas for the coffee bar and computer area. She is going to post our RFP for a new vendor at the coffee bar on the City's webpage.

We are hosting the Clinton- Essex- Franklin County Library Directors meeting here on March 28th. There are many new Library Directors in the system, and the group is a nice way for them to meet the rest of us. We will provide coffee and a light snack.

Ben Carman and Sarah Spanburgh presented a program at the CEFLS Summer Reading workshop called *Streamlining Your Summer Reading Program* on March 22nd.

After 9 years with the library, Alissa Vidulich has been promoted from Clerk, to Senior Clerk. Alissa is now working in the Children's Room with Ben. She brings a keen eye to our marketing efforts as well as a problem solving mentality, which we all love! Congratulations Alissa!

As we have discussed, we need new carpeting throughout the building. The most important areas are the Children's Room and the Main Floor. Since this is not something I can write into a state construction grant, we need to brainstorm other funding sources. Ideas?

Submitted by:

Anne de la Chapelle, Library Director

Library fund-raising campaign to begin

- By LUCA GROSS Press-Republican

- Mar 17, 2023

PLATTSBURGH — The Plattsburgh Public Library is raising funds through the one-day Library Giving Day campaign.

“This is a nice campaign to be a part of,” Sarah Spanburgh, outreach librarian at the Plattsburgh Public Library, said.

“It helps raise funds for our collection, library programs, summer reading and some of it will go to different things around the library. It’s really a way for us to provide for the community. This is only made possible with community support.”

This event will take place Tuesday, April 4. Donations can be made online or in person.

To make a donation visit plattsburghlib.org/donate, cash and checks made out to Plattsburgh Public Library will be accepted at the main desk.

“It is largely an online campaign, but people always call and ask ‘can I come in?’ and the answer is always yes, people are always welcome to come in person and make a donation,” Spanburgh said.

Other ways to support the library include getting a library card, participating in programs and events, donating items via Amazon wish list and you can name Plattsburgh Public Library in your will or trust.

The Giving Day Campaign serves as a reminder that libraries, small and large, act as a cornerstone for communities; many libraries offer innovative programs that promote lifelong learning, connect patrons to technology, and advance knowledge.

Plattsburgh Public Library accepts donations year round to help build its collection, resources, support programs and better serve the needs of our community.

“Big donations are great, but every little bit helps a great deal,” Spanburgh said.

“Additionally, if someone can’t make a donation, they can go to our Facebook page and borrow the banner to promote the event on their page.”

Thanks to community donations, the library installed a new roof and security system in 2022, as well as added approximately 5,000 items to the collection.

For more information

visit plattsburghlib.org/ or facebook.com/PlattsburghPublicLibrary.

Plattsburgh Press Republican, March 17, 2023.

Submitted for audit and consideration at a meeting of the
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Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-4330 Technical Materials & Supplies						
2336		Baker & Taylor, Inc.	Misc. Print Invoices - Feb	2,135.03		
2337		CEF Library System	Due North Subscription	70.00		
2338		Kirkus Review	Print/Digital Renewal - 1 Yr	199.00		
2339		Midwest Tape	Misc. A/V Invoices - Feb	416.59		
2340		ProQuest	Heritage Quest Renewal	583.44		3,404.06
0-4340 Building & Grounds Supplies						
2341		Commercial Sales	Misc. Janitorial Supplies - Mar	179.89		
2342		NYSEG	Gas Charges - Feb		1,080.28	1,260.17
0-4350 Office Supplies						
2343		Staples Business	Misc. Office Supplies - Mar	175.05		175.05
0-4411 Electricity						
2344		City of Plattsburgh	Electricity Charges - Feb		1,093.04	1,093.04
0-4412 Water						
2345		City of Plattsburgh	Water Charges - Feb		254.80	254.80
0-4413 Sewer						
2346		City of Plattsburgh	Sewer Charges - Feb		116.26	116.26
0-4414 Telephone						
2347		FirstLight Fiber	Phone Charges - Feb		400.45	
2348		K&S 104, Inc.	Managed IT - Feb		579.08	
2349		SymQuest	Safetynet Managed Plus Google - Feb		1,784.03	2,763.56
0-4430 Contracted Services						
2350		City of Plattsburgh	Refuse Charges - Feb		34.65	
2351		No. Co. Cleaners	Janitorial Services - Mar	1,375.00		
2352		Otis Elevator	Maintenance Renewal - 1 Yr	5,697.84		7,107.49
0-4431 Printing & Copying						
2353		Konica Minolta	Copier Lease Charges - Mar (Public & Staff Copiers)		29.07	
2354		Konica Minolta	Copier Lease Fees - Mar (Public & Staff Copiers)		239.76	
2355		Konica Minolta	Copier Lease Fee - Mar (Children's Room)		29.07	
2356		SymQuest	Overages (Children's) - Mar		5.88	303.78
0-4470 Postage						
2357		Pitney Bowes	Postage Meter Leasing Charges (12/30/22 - 03/29/23)		189.42	189.42
TOTAL:				\$10,831.84	\$5,835.79	\$16,667.63

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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 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

\$16,667.63

3/28/2023

Shirley O'Connell

President

Jennifer Creedon

Vice President



Board of Trustees

Shirley O'Connell, President
50 Cumberland Avenue
569-9950
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](mailto:connellshirley@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

Barbara Barry
18 West Court Street
561-6970
1st Full Term: 3/3/23 – 6/30/28
Ward VI
barryb721@verizon.net

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

Jessamyn Neuhaus
64 Trafalgar Drive
564-7439
1st Full Term: 3/17/23 – 6/30/28
Ward IV
neuhauj@plattsburgh.edu

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

Seth Silver
40 Trafalgar Drive
566-7130
1st Full Term: 2/17/23 – 6/30/28
Ward IV
silverss@charter.net



2023 Board Meeting Dates

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

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

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

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

May 23rd (Tues.) @ 4:30pm

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*