



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, June 27, 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
 - B. Personnel and Policies
 1. *Approval of Circulation Policies
- VI. Old Business
- VII. New Business
 1. *Election of Officers
- VIII. *Executive Session
- IX. Next Meeting – July 25th
- X. * 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
May 23, 2023

Call to Order:

The meeting was called to order at 4:30 pm by Vice President Jennifer Creedon

Trustees Present:

Jennifer Creedon, Vice President; Elizabeth Baker, Secretary; Barbara Barry, David Monette, and Elaine Ostry

Trustee Absent:

Jacob Avery, Jessamyn Neuhaus, Shirley O'Connell, and Seth Silver

Representatives & Staff Present:

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

Public Forum:

Sherry Silcio introduced herself Alternate Union Steward and had a comment about the Security Surveillance System Policy. Since a security camera was positioned in the staff workroom, Sherry asked that language be added to the policy referencing this. Director de la Chapelle agreed to add *and staff workroom* to the end of the third sentence.

Approval of Minutes:

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, to accept the Regular Meeting Minutes of April 25, 2023.

Director's Report:

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

- Funeral for Sally Hemmingway: Betsy Smith's mother, who was in Hospice died over the weekend and the wake is tomorrow at Brown's Funeral Home and Friday is the funeral at St. Alexander's
- Covid Test Kits: The Library received a pallet of Covid test kits, and a case has been sent to each of the 18 member libraries
- Basement Cleanout: The Board suggested contacting the Key Club and National Honor Society at the High School, as well as the Adirondack Young Professionals or SUNY Fraternities and Sororities for volunteers to help with the project.
- Library Closing Early: We plan to close at 5:00 pm on Tues., May 30th, the day after Memorial Day which is also Allie Racette's first day as Library Page

Finance and Facilities:

Approval of Bills:

On a motion by David Monette, seconded by Elaine Ostry, unanimously carried and passed, to accept the abstract of bills – claims #2381-2400, in the amount of \$9,921.49.

Personnel and Policies:

Director Evaluation:

Jennifer Creedon asked to defer the Director Evaluation to the end of the meeting.

Approval of Security Surveillance System Policy:

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, to approve the Security Surveillance System Policy with changes adding *and staff workroom* at the end of the third sentence.

Old Business:

No old business was discussed.

New Business:

Trustee Renewal:

Jennifer Creedon asked Elizabeth Baker if she was interested in renewing her term, but she respectfully declined.

Executive Session:

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, the Board voted to go into Executive Session at 4:46 pm, to discuss the employment history of an individual.

On a motion by David Monette, seconded by Elaine Ostry, unanimously carried and passed, the Board voted to come out of Executive Session at 5:15 pm.

Next Meeting:

The next meeting will be held June 27, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Elaine Ostry, seconded by David Monette, unanimously carried and passed, the Board moved to adjourn at 5:15 pm.

LIST OF MOTIONS

Approval of Minutes:

On a motion by David Monette, seconded by Elizabeth Baker, unanimously carried and passed, to accept the Regular Meeting Minutes of April 25, 2023.

Approval of Bills:

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Approval of Security Surveillance System Policy:

On a motion by Elizabeth Baker, seconded by David Monette, unanimously carried and passed, to approve the Security Surveillance System Policy with changes adding *and staff workroom* at the end of the third sentence.

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Adjournment:

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Director's Report June 27, 2023

We are ready for our Summer Reading program. Sign up has begun and Ben and Sarah have planned a fun summer of programs and challenges. We received a \$500 Grant from Stewart's Shops for materials for the programs. The Friends group contributed \$300 for the reading totes.

The Friends Garden project is on hold. They did not like the plan from the first garden designer, and our staff have indicated they would prefer the area to remain grass with a bench to continue to hold programming there.

I attended the Annual Meeting of the North Country Human Resources Consortium on June 15th. The topic was *Leveraging Workplace Culture in Your Recruitment Strategy* with Noelle Murphy, Chief Resource Officer at Gilroy Kernan & Gilroy in New Hartford NY. It focused on the Kolbe ATM Index Instinct Test which "does not measure intelligence, personality or social style. It measures the instinctive ways you take action when you strive." (<https://www.kolbe.com/kolbe-a-index/>) The workshop centered on building effective teams within an organization using Kolbe.

We held a CEFDA meeting June 7th in Ausable Forks. Their library is lovely with many updates done recently with state construction aid. It was well attended.

We have been notified by CEFLS that the State Library is concerned that we have failed our Maintenance of Effort for 2019 – 2021. I will look into this, and if necessary, file a waiver.

I watched the Trustee Handbook Book Club discussion of Financial Planning and Budgeting Tuesday evening. It was well done, as usual! The next Book Club meetings are:

Equity, Diversity, Inclusion, Access & Justice (Tuesday, October 17, 2023 | 5:00-6:30pm)
Financing & Managing Construction Projects (Tuesday, December 19, 2023 | 5:00-6:30pm)

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 June 27, 2023**

| Claim # | Code | Vendor Name | Object of Expense | To Be Encumbered | Expended | Total |
|--|-------------|---------------------|---|-------------------------|-----------------|-----------------|
| 0-2500 Other Equipment | | | | | | |
| 2401 | | SymQuest | Fortinet Switch with FortiCare | 364.00 | | 364.00 |
| 0-4330 Technical Materials & Supplies | | | | | | |
| 2402 | | Amazon | Juv A/V (1 Title) & Signage | 26.94 | | |
| 2403 | | Baker & Taylor | Misc. Book Invoices - May | 5,432.24 | | |
| 2404 | | EBSCO Subscriptions | Misc. Periodicals-Tillson & Adult | 2,974.53 | | |
| 2405 | | Midwest Tape | Misc. Invoices - May | 500.31 | | |
| 2406 | | Press-Republican | Daily Newspaper Renewal - 1yr | 414.00 | | |
| 2407 | | Shelburne Museum | Library Membership - 1yr | 100.00 | | 9,448.02 |
| 0-4340 Building & Grounds Supplies | | | | | | |
| 2408 | | Commercial Sales | Misc. Janitorial Supplies - Jun | 114.94 | | |
| 2409 | | NYSEG | Gas Charge - May | | 27.75 | |
| 2410 | | Jamie Parrotte | Petty Cash Reimbursement - Cleaning Supplies from Kinney's | 8.98 | | 151.67 |
| 0-4350 Office Supplies | | | | | | |
| 2411 | | Kapco Adhesive | Easy Bind Repair Tape (7 rls) | 117.90 | | |
| 2412 | | Staples | Misc. Office Supplies - Jun | 94.13 | | 212.03 |
| 0-4411 Electricity | | | | | | |
| 2413 | | City of Plattsburgh | Electric Charge - May | | 788.34 | 788.34 |
| 0-4412 Water | | | | | | |
| 2414 | | City of Plattsburgh | Water Charge - May | | 293.20 | 293.20 |
| 0-4413 Sewer | | | | | | |
| 2415 | | City of Plattsburgh | Sewer Charge - May | | 116.26 | 116.26 |
| 0-4414 Telephone | | | | | | |
| 2416 | | FirstLight Fiber | Phone Charges - May | | 396.46 | |
| 2417 | | SymQuest | Managed IT - May | | 2,237.23 | |
| 2418 | | SymQuest | Install Network, Labor - Feb | | 907.50 | 3,541.19 |
| 0-4430 Contracted Services | | | | | | |
| 2419 | | BM Specialty | Window Washing - Exterior | 900.00 | | |
| 2420 | | City of Plattsburgh | Refuse - May | | 34.65 | |
| 2421 | | Ralph Daust | Lawn Care (4 Visits - May/Jun) | 200.00 | | |
| 2422 | | No. Co. Cleaners | Janitorial Services - Jun | 1,375.00 | | 2,509.65 |
| 0-4431 Printing & Copying | | | | | | |
| 2423 | | Konica Minolta | Copier Lease Fee - Jun | | 264.95 | |
| 2424 | | SymQuest | Overages (Children's) - Apr | | 27.46 | 292.41 |
| 0-4451 Repairs to Building | | | | | | |
| 2425 | | Adirondack Plumbing | Labor to Repair Running Toilet | 80.00 | | 80.00 |
| 0-4462 Conferences | | | | | | |
| 2426 | | Ben Carman | Mileage Reimbursement for YSS Conference in Lake George (205.8 mi) | 134.80 | | |

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| <i>Claim #</i> | <i>Code</i> | <i>Vendor Name</i> | <i>Object of Expense</i> | <i>To Be Encumbered</i> | <i>Expended</i> | <i>Total</i> |
|----------------|---------------|----------------------------|--|-------------------------|-------------------|--------------------|
| | 0-4462 | Conferences (Cont.) | | | | |
| 2427 | | CITEC Business Solutions | NCHRA Annual Mtg on 6/15/23 Attended by A. de la Chapelle | 85.00 | | 219.80 |
| | 0-4470 | Postage | | | | |
| 2428 | | Pitney Bowes | Postage Meter Leasing Fee (3/30/23 - 6/29/23) | | 189.42 | 189.42 |
| | TOTAL: | | | \$12,922.77 | \$5,283.22 | \$18,205.99 |

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

\$18,205.99

June 27, 2023

Shirley O'Connell

President

Jennifer Creedon

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 teenager 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 an temporary application, providing ID, proof of permanent address and paying \$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 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
- 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 library materials except for museum/historic site passes
 - i. Late fines are \$4.00 a day
- b. Fees
 - i. Lost and 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