



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, September 26, 2023  
4:30 p.m.  
Agenda

- I. Call to Order
- II. Oath of Office
- III. Public Forum
- IV. Friends of the Library
- V. \*Approval of Minutes
- VI. Director's Report
- VII. Committee Reports
  - A. Finance and Facilities
    1. \*Approval of Bills
    2. \*Approval of 2024 Library Budget
- VIII. Old Business
- IX. New Business
- X. Next Meeting – October 24<sup>th</sup>
- XI. \* Adjournment

If you are unable to attend this meeting, please contact Jamie Parrotte at 536-7441  
or [parrottej@cityofplattsburgh-ny.gov](mailto:parrottej@cityofplattsburgh-ny.gov) as soon as possible.

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
August 22, 2023

**Call to Order:**

The meeting was called to order at 4:30 pm by Vice President Barbara Barry

**Trustees Present:**

Barbara Barry, Vice President; Seth Silver, Secretary; Jacob Avery, David Monette, and Jessamyn Neuhaus

**Trustee Excused:**

Nick Dubay 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 Sherry Silcio, AFSCME Representative

**Public Forum:**

Sherry Silcio stated the last time we had a Director's search, the employees were invited to ask questions. Also, the person who had the position before her was invited to be on the search committee, and she would be willing to serve on the committee.

**Approval of Minutes:**

On a motion by Jacob Avery, seconded by David Monette, unanimously carried and passed, to accept the Regular Meeting Minutes of June 27, 2023 and July 25, 2023.

**Director's Report:**

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

- Board Resignation: President Shirley O'Connell has resigned due to health concerns
- 2023 Construction Program Aid: We were awarded \$341,902, which is 90% of the total cost to reconstruct the exterior ramp and garden walls, as well as to include the cost of the chiller compression that was already purchased last year
- Friends of the Library: The Friends provided the Library with about \$1,000 for programing this year, but still have about \$15,000 in the bank. After discussion, it was decided the Friends would be invited to attend the September Board meeting.
- Phone System Upgrade: Jeff Moore stated that TwinState was no longer our vendor and since equipment hasn't been replaced, the City would like to upgrade the system and bring everything up to date
- E-Rate Funding: Director de la Chapelle explained the program and stated the new Director will also apply for future funding, and will compile a timeline for when all grants, aid, etc. are due

**Finance and Facilities:**

Approval of Bills:

On a motion by Seth Silver, seconded by David Monette, unanimously carried and passed, to accept the abstract of bills – claims #2449-2466, in the amount of \$14,838.63.

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

On a motion by Jessamyn Neuhaus, seconded by Jacob Avery, unanimously carried and passed, to approve the 2023 CLSA (Central Library Services Aid) Budget as amended.

**Personnel and Policies:**

Director Search Committee:

Director de la Chapelle asked the Board if they would like to go into Executive Session.

**Old Business:**

Maintenance of Effort:

Director de la Chapelle explained the Central Library's role in State Aid. If our municipal funding level, over the course of 2 years, drops more than 5%, we would then lose 25% of the allotted aid of \$169,000. When the State looked at our Annual Report, it looked like we were below the 5% mark. But, after review of the numbers in the Annual report with the State, they agreed to amend the last 3 years of report, so that we were compliant with maintenance of effort.

**Executive Session:**

On a motion by David Monette, seconded by Jacob Avery, unanimously carried and passed, the Board voted to go into Executive Session at 4:49 pm, to discuss personnel and personnel histories as it relates to the Director search.

On a motion by Seth Silver, seconded by David Monette, unanimously carried and passed, the Board voted to come out of Executive Session at 5:21 pm.

On a motion by Jacob Avery, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board voted for the internal promotion of Benjamin Carman to the position of Library Director II, effective February 1<sup>st</sup>, 2024 contingent upon successful completion of a promotional civil service application.

**New Business:**

No new business was discussed.

**Next Meeting:**

The next meeting will be held September 26, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by David Monette, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board moved to adjourn at 5:26 pm.

## **LIST OF MOTIONS**

### **Approval of Minutes:**

On a motion by Jacob Avery, seconded by David Monette, unanimously carried and passed, to accept the Regular Meeting Minutes of June 27, 2023 and July 25, 2023.

### **Approval of Bills:**

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### **Adjournment:**

On a motion by David Monette, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board moved to adjourn at 5:26 pm.

**Plattsburgh Public Library**  
**Board of Trustees**  
Special Meeting Minutes  
September 12, 2023

**Call to Order:**

The meeting was called to order at 4:30 pm by Vice President Barry.

**Trustees Present:**

Barbara Barry, Vice President; Seth Silver, Secretary; Nick Dubay, David Monette, Jessamyn Neuhaus, and Elaine Ostry

**Trustee Excused:**

Jacob Avery

**Staff Present:**

Ben Carman, Librarian II

**Executive Session:**

On a motion by Barbara Barry, seconded by David Monette, unanimously carried and passed, the Board voted to go into Executive Session with Ben Carman at 4:31 pm, to discuss the Library Director search.

On a motion by Jessamyn Neuhaus, seconded by Seth Silver, unanimously carried and passed, the Board voted to come out of Executive Session at 4:46 pm.

**Adjournment:**

On a motion by Jessamyn Neuhaus, seconded by Seth Silver, unanimously carried and passed, the Board moved to adjourn at 4:47 pm.

## Director's Report September 26, 2023

I met with the Mayor, City Chamberlain and the Deputy Chamberlain September 15<sup>th</sup> to discuss our 2024 budget. The Mayor was supportive of our requests and seemed satisfied with our financials. I will present it to the City Council next month and give them the opportunity to ask any questions they may have. The draft budget is included in your packet for your review and approval. It was noted that the first two lines on the budget reflect the high interest rates we are receiving on our reserve funds and capital reserve.

Our Page, Nick Boolukos has given his notice effective September 30<sup>th</sup>. We will all miss Nick's cheerful, calm demeanor. I have interviewed two candidates for the position.

Now that Ben Carman has accepted the offer to be the next Library Director, we will advertise for a new Children's Librarian I.

We have had very few middle school kids so far this year. The ones who do visit have been well behaved.

None of us will be attending the NYLA Conference in Saratoga Springs this year. The program changes each year, and everyone's interests change as well. We only have \$300 left in our Conference budget for 2023 which we can use to renew our NYLA membership until June of 2024. NYLA is being revamped and all costs are being updated for the first time since the 1990's. Organizational membership will increase to \$800 for a library our size next July. I suggest we move to individual memberships either paid by the library or not.

No word yet from AEDA on the ramp replacement project timing. I'm assuming at this point, it will go out to bid soon for work to begin in the spring. I am in the process of reaching out to them to confirm.

At the Essex Belden Noble Memorial Library, a large tree fell on the roof of the building while the board was upstairs meeting. No one was hurt, but imagining a 7,000 pound tree crushing the roof above you! Luckily, the town has very good insurance which will pay to replace the entire roof and use slate as the original roof has. They are looking for a temporary location in Essex until the building can be restored.

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 September 26, 2023

<b>Claim #</b>	<b>Code</b>	<b>Vendor Name</b>	<b>Object of Expense</b>	<b>To Be Encumbered</b>	<b>Expended</b>	<b>Total</b>
<b>0-3000 Capital Outlay</b>						
2467		AEDA, PC	Retainer Fee for Entrance Renovations (Part of 2022-23 PLCA)		2,000.00	2,000.00
<b>0-4330 Technical Materials &amp; Supplies</b>						
2468		Amazon	Misc. Invoices - Sept	55.04		
2469		B&T	Misc. Book Invoices - Aug	1,515.04		
2470		Midwest Tape	Misc. A/V Invoices - Aug	455.83		2,025.91
<b>0-4340 Building &amp; Grounds Supplies</b>						
2471		Amazon	Employee Parking Signs (4)	95.76		
2472		Commercial Sales	Misc. Janitorial Supplies - Sept	226.84		
2473		NYSEG	Gas Charges - Aug		26.77	349.37
<b>0-4350 Office Supplies</b>						
2474		Staples Business	Misc. Office Supplies - Sept	74.13		74.13
<b>0-4411 Electricity</b>						
2475		City of Plattsburgh	Electric Charges - Aug		1,279.58	1,279.58
<b>0-4412 Water</b>						
2476		City of Plattsburgh	Water Charges - Aug		293.20	293.20
<b>0-4413 Sewer</b>						
2477		City of Plattsburgh	Sewer Charges - Aug		116.26	116.26
<b>0-4414 Telephone</b>						
2478		FirstLight Fiber	Misc. Telephone Charges - Aug		396.18	
2479		SymQuest	Managed IT - Aug		2,284.52	2,680.70
<b>0-4430 Contracted Services</b>						
2480		City of Plattsburgh	Refuse Charge - Aug		34.65	
2481		Ralph Daust	Lawn Mowing (9/8 & 9/22)	100.00		
2482		No. Co. Cleaners	Cleaning Services - Sept	1,375.00		
2483		Otis Elevator Co.	Logistics & Fuel Impact Fee	100.00		1,609.65
<b>0-4431 Printing &amp; Copying</b>						
2484		Konica Minolta	Copier Lease Fees - Sept		264.95	
2485		SymQuest	Overages (Children's) - Aug		6.68	
2486		SymQuest	Overages (Children's) - Sept		11.36	282.99
<b>0-4470 Postage</b>						
2487		Pitney Bowes	Postage Meter Lease Fee (6/30/23 - 9/29/23)		189.42	
2488		Purchase Power	Postage Meter Refill (9/5/23)		201.00	390.42
<b>TOTAL:</b>				<b>\$3,997.64</b>	<b>\$7,104.57</b>	<b>\$11,102.21</b>

**Submitted for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held September 26, 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 \$11,102.21 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 9/26/2023

\_\_\_\_\_  
Barbara Barry Vice-President

\_\_\_\_\_  
Seth Silver Secretary



2024 BUDGET 2024 MAYOR 2024 COUNCIL

5 Year Ave. 2023 REVISED 2023 ENC 2023 ACTUAL 2023 REMAINING

LIBRARY REVENUES

FUND	ORG	IBJEC	DESC	5 Year Ave.	2023 REVISED	2023 ENC	2023 ACTUAL	2023 REMAINING	2024 BUDGET
6	00006124	2401	Interest Temporary Investments	-\$1,966.53	-\$700.00	\$0.00	-\$5,505.14	\$4,805.14	-\$15,660.00
6	00006124	2404	Special Res - Int Temp Inv	-\$341.95	-\$125.00	\$0.00	\$0.00	-\$125.00	-\$8,874.00
6	00006124	2410	Rental Real Property	-\$1,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	00006126	2613	Overdue Charges	-\$4,081.70	\$0.00	\$0.00	-\$203.02	\$203.02	-\$200.00
6	00006127	2650	Sale of Scrap	-\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	00006127	2655	Minor Sales	-\$4,231.98	-\$3,000.00	\$0.00	-\$2,117.46	-\$882.54	-\$3,000.00
6	00006127	2680	Insurance Recoveries	-\$310.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	00006127	2690	Other Compensation for Loss	-\$1,030.80	-\$1,000.00	\$0.00	-\$643.00	-\$357.00	-\$1,000.00
6	00006127	2700	Medicare Part D Exp Reimb	-\$171.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	00006127	2701	Refund Prior Year Expense	-\$696.66	\$0.00	\$0.00	-\$50.00	\$50.00	\$0.00
6	00006127	2705	Gifts & Donations	-\$2,537.52	-\$8,000.00	\$0.00	-\$2,637.90	-\$5,362.10	-\$5,000.00
6	00006127	2755	End/Trust Fund Income	-\$17,474.00	-\$18,000.00	\$0.00	-\$8,821.00	-\$9,179.00	-\$18,000.00
6	00006227	2760	CEF Library System Grant	-\$711.43	-\$200.00	\$0.00	-\$25.00	-\$175.00	-\$200.00
6	00006227	2770	Misc Receipts / Local Grants	-\$2,504.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	00006228	2810	General	-\$738,799.20	-\$769,638.26	\$0.00	-\$513,092.24	-\$256,546.02	-\$770,133.00
6	00006228	2882	Capital Reserve Fund	-\$96,110.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	00006330	3840	LLSA Library Aid	-\$7,843.42	-\$8,258.00	\$0.00	-\$815.90	-\$7,442.10	-\$8,500.00
6	00006330	3841	CLDA Library Aid	-\$93,152.23	-\$96,613.00	\$0.00	\$0.00	-\$96,613.00	-\$97,257.00
6	00006330	3842	State Aid	-\$55,814.20	\$0.00	\$0.00	-\$29,807.00	\$29,807.00	-\$34,100.00
6	00006440	4090	Federal USAC-Erate Funds	-\$7,767.09	-\$16,953.00	\$0.00	-\$16,953.69	\$0.69	-\$25,193.00
<b>TOTAL LIBRARY REVENUES</b>				<b>-\$1,036,999.9</b>	<b>-\$922,487.26</b>	<b>\$0.00</b>	<b>-\$580,671.35</b>	<b>-\$341,815.91</b>	<b>-\$987,117.00</b>

LIBRARY EXPENSES

6	61311000	4440	Fees For Services	\$840.46	\$1,103.91	\$0.00	\$1,219.00	-\$115.09	\$1,219.00
6	61910000	4420	Insurance	\$4,331.44	\$7,567.00	\$0.00	\$8,707.64	-\$1,140.64	\$8,322.00
6	67410000	1100	Regular Payroll	\$445,490.80	\$445,446.00	\$0.00	\$318,043.00	\$157,403.00	\$489,969.21
6	67410000	1200	Overtime Payroll	\$3,447.22	\$4,000.00	\$0.00	\$2,033.28	\$1,966.72	\$4,000.00
6	67410000	1300	Temporary Payroll	\$682.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	67410000	1400	Non Payroll Compensation	\$2,136.23	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
6	67410000	1500	Separation Pay	\$3,548.59	\$0.00	\$0.00	\$0.00	\$0.00	\$7,692.00
6	67410000	2500	Other Equipment	\$2,642.87	\$2,000.00	\$0.00	\$1,273.45	\$726.55	\$2,000.00
6	67410000	3000	Capital Outlay	\$101,109.57	\$19,800.01	\$0.00	\$5,338.90	\$14,461.11	\$34,100.00
6	67410000	4330	Technical & Special Mat/Supls	\$50,890.31	\$50,000.00	\$0.00	\$37,900.24	\$12,099.76	\$55,000.00
6	67410000	4340	Building & Grounds Supplies	\$10,140.11	\$10,000.00	\$0.00	\$5,022.36	\$4,977.64	\$10,000.00
6	67410000	4350	Office Supplies	\$2,548.80	\$2,000.00	\$0.00	\$1,190.45	\$809.55	\$2,000.00
6	67410000	4411	Elec/Nat Gas	\$9,829.03	\$11,000.00	\$0.00	\$8,741.91	\$2,258.09	\$11,000.00
6	67410000	4412	Water	\$2,249.81	\$3,070.00	\$0.00	\$2,305.56	\$764.44	\$3,070.00
6	67410000	4413	Sewer	\$1,429.34	\$1,480.00	\$0.00	\$930.08	\$549.92	\$1,480.00
6	67410000	4414	Telephone	\$19,658.37	\$31,898.84	\$0.00	\$24,869.00	\$7,029.84	\$33,300.00
6	67410000	4430	Contracted Services	\$36,511.52	\$40,000.00	\$0.00	\$28,903.44	\$11,096.56	\$40,000.00
6	67410000	4431	Printing & Copying	\$3,920.99	\$4,000.00	\$0.00	\$3,084.28	\$915.72	\$4,000.00
6	67410000	4450	Repairs To Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	67410000	4451	Repairs to Buildings	\$4,886.14	\$5,000.00	\$0.00	\$1,766.10	\$3,233.90	\$5,000.00
6	67410000	4462	Conferences	\$1,246.54	\$1,000.00	\$0.00	\$667.30	\$332.70	\$1,200.00
6	67410000	4470	Postage	\$1,377.00	\$1,500.00	\$0.00	\$854.40	\$645.60	\$1,500.00

FUND	ORG	IBJEC	DESC	5 Year Ave.	2023 REVISED	2023 ENC	2023 ACTUAL	2023 REMAINING	2024 BUDGET	2024 MAYOR	2024 COUNCIL
6	69010000	8000	Employee Benefits	\$62,082.04	\$55,096.40	\$0.00	\$13,319.59	\$41,776.81	\$62,400.00		
6	69030000	8000	Employee Benefits	\$33,485.14	\$37,137.11	\$0.00	\$19,779.11	\$17,358.00	\$38,836.00		
6	69040000	8000	Employee Benefits	\$2,736.91	\$2,545.00	\$706.08	\$1,905.61	\$639.39	\$2,522.15		
6	69050000	8000	Employee Benefits	\$437.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
6	69055000	8000	Employee Benefits	\$578.99	\$500.00	\$0.00	\$217.58	\$282.42	\$500.00		
6	69060000	8000	Employee Benefits	\$143,438.02	\$164,618.00	\$0.00	\$80,173.09	\$84,444.91	\$156,715.64		
6	69070000	8000	Employee Benefits	\$77.89	\$100.00	\$0.00	\$31.85	\$68.15	\$100.00		
6	69089000	8000	Employee Benefits	\$300.75	\$344.00	\$153.00	\$153.00	\$191.00	\$344.00		
6	69560000	9000	Inter-Fund Transfers	\$73,925.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
6	69570000	9000	Inter-Fund Transfers	\$5,884.49	\$5,081.00	\$0.00	\$425.00	\$4,656.00	\$4,847.00		
<b>TOTAL LIBRARY EXPENSES</b>				<b>\$1,031,865.81</b>	<b>\$942,287.27</b>	<b>\$859.08</b>	<b>\$574,855.22</b>	<b>\$367,432.05</b>	<b>\$987,117.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL LIBRARY REVENUE</b>				<b>-\$1,036,999.9</b>	<b>-\$922,487.26</b>	<b>\$0.00</b>	<b>-\$580,671.35</b>	<b>-\$341,815.91</b>	<b>-\$987,117.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL LIBRARY</b>				<b>-\$5,134.15</b>	<b>\$19,800.01</b>	<b>\$859.08</b>	<b>-\$5,816.13</b>	<b>\$25,616.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>