



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, October 24, 2023
4:30 p.m.
Agenda

- I. Call to Order
- II. Oath of Office
- III. Public Forum
- IV. *Approval of Minutes
- V. Director's Report
- VI. Committee Reports
 - A. Finance and Facilities
 1. *Approval of Bills
 2. *Approval of Budget Transfer
- VII. Old Business
- VIII. New Business
- IX. Next Meeting – November 28th
- 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
Special Meeting Minutes
September 18, 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; Jacob Avery, Nick Dubay, David Monette, and Jessamyn Neuhaus

Trustee Excused:

Elaine Ostry

Staff Present:

Anne de la Chapelle, Library Director

Executive Session:

On a motion by Jessamyn Neuhaus, seconded by Jacob Avery, unanimously carried and passed, the Board voted to go into Executive Session with Anne de la Chapelle at 4:31 pm, to discuss the Library Director search.

On a motion by Seth Silver, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board voted to come out of Executive Session at 5:15 pm.

Adjournment:

On a motion by Seth Silver, seconded by Jessamyn Neuhaus, unanimously carried and passed, the Board moved to adjourn at 5:15 pm.

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
September 26, 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, Nick Dubay, and Jessamyn Neuhaus

Trustees Absent:

David Monette and Elaine Ostry

Representatives & Staff Present:

Kim Bailey, Friends of the Library; Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Pat Loughan, Friends of the Library; Jamie Parrotte, Administrative Assistant; and Sherry Silcio, AFSCME Representative

Oath of Office:

Jamie Parrotte administered the Oath of Office to Nick Dubay.

Public Forum:

No one addressed the Board.

Friends of the Library:

Pat Loughan explained plans for a garden space with benches on the south side of the Library lawn. The Friends are working with Better Care Lawns & Landscaping to design a space for about \$10,000. Kim Bailey distributed a rough draft of the plans, explained they are still working with the contractor, and the space would be very low maintenance. Discussion followed regarding the design and loitering issues. It was decided the Friends would email the proposed design plans to the Board for approval before final submission to the City Planning Board.

Approval of Minutes:

Director de la Chapelle stated the Special Meeting Minutes of September 18th will be submitted for approval at the October meeting.

On a motion by Jacob Avery, seconded by Nick Dubay, unanimously carried and passed, to accept the Regular Meeting Minutes of August 22, 2023 and Special Meeting Minutes of September 12, 2023.

Director's Report:

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

- 2024 Library Budget: Will attend the budget hearing before the City Council tomorrow at 5:00 pm
- Library Page: Interviewed two applicants for the pending vacancy and hired Cat Wagner to begin Oct. 2nd
- Ramp Replacement Project: AEDA, P.C. sent a binder agreement and retainer invoice for the project
- Children's Librarian: Two candidates are currently interested in the position

Finance and Facilities:

Approval of Bills:

On a motion by Jessamyn Neuhaus, seconded by Seth Silver, unanimously carried and passed, to accept the abstract of bills – claims #2467-2488, in the amount of \$11,102.21.

Approval of 2024 Library Budget:

On a motion by Seth Silver, seconded by Nick Dubay, unanimously carried and passed, to approve the 2024 Library Budget as presented.

Old Business:

Director de la Chapelle stated Ben Carmen has accepted and signed the Offer of Employment from the Library Board, and he is excited to begin work. Discussion followed regarding a press release. Anne stated she would submit a press release regarding the transition.

New Business:

No new business was discussed.

Next Meeting:

The next meeting will be held October 24, 2023 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Jacob Avery, seconded by Nick Dubay, unanimously carried and passed, the Board moved to adjourn at 5:14 pm.

LIST OF MOTIONS

Approval of Minutes:

On a motion by Jacob Avery, seconded by Nick Dubay, unanimously carried and passed, to accept the Regular Meeting Minutes of August 22, 2023 and Special Meeting Minutes of September 12, 2023.

Approval of Bills:

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Adjournment:

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Director's Report October 24, 2023

I will be presenting our budget to the City Council again on November 13th. I have asked Ben to accompany me.

We have established another Librarian I position so that in November we can request a list of eligibles and hire a new Children's Librarian. We are planning on this person beginning work January 16th in order to have a few weeks to shadow Ben in the Children's Room.

Ben and I have been meeting to begin getting him up to speed with the Director's responsibilities and job commitments. I prepared a document outlining the different aspects of the job, and the documents that are needed for each section.

Trustees are required to take annual sexual harassment training which is available online through NY City. (<https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page>) Link to open training is at bottom of page. If you have completed the training for your employment, that is all you need. Please let Jamie know when you complete it or have already done so.

NY State requires 2 hours of Trustee Training each year. There are still several workshops available before the end of the year including this one from the system:

CEF Library System will be hosting a workshop entitled *Board Basics: Fiduciary Responsibilities* webinar on Thursday, 11/9/23 at 6:30 PM - 7:30 PM. "This session is geared specifically to board members and will count 1 hour toward the new Trustee Continuing Education requirement. The session will be held virtually through Zoom and we'll be sending out the login details to those who sign up. For those interested, please send the following registration link to your board members so we can send out the invitation as the date gets closer and ensure they get a certificate of completion:

<https://forms.office.com/r/jMXr2qNUEp>

We'll be recording the session as well, so if a board member is unable to attend, they can watch the recording and it will still count towards their training hours. We'll share that link out once the recording has been processed." (From David Fuller, CEFLS email 10/18/23)

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 October 24, 2023

<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>
0-2500 Other Equipment						
2489		Amazon	Epson Direct Thermal Receipt Printers (2)	338.00		338.00
0-4330 Technical Materials & Supplies						
2490		B&T	Misc. Book Invoices - Sept	1,994.28		
2491		Midwest Tape	Misc. A/V Invoices - Sept	371.87		2,366.15
0-4340 Building & Grounds Supplies						
2492		Amazon	Misc. Bldg. Supplies - Oct	119.22		
2493		Commercial Sales	Misc. Janitorial Supplies - Oct	204.48		
2494		NYSEG	Gas Charges - Sept		26.77	350.47
0-4350 Office Supplies						
2495		Staples	Misc. Office Supplies - Oct	43.56		43.56
0-4411 Electricity						
2496		City of Plattsburgh	Electric Charge - Sept		1,242.75	1,242.75
0-4412 Water						
2497		City of Plattsburgh	Water Charge - Sept		293.20	293.20
0-4413 Sewer						
2498		City of Plattsburgh	Sewer Charge - Sept		116.26	116.26
0-4414 Telephone						
2499		Twinstare	Misc. Telephone Charges - Sept		396.10	
2500		SymQuest	Managed IT - Sept		2,411.78	2,807.88
0-4430 Contracted Services						
2501		ATIS Elevator Insp.	Semi-Annual QEI Inspection	325.00		
2502		City of Plattsburgh	Refuse Charge - Sept		34.65	
2503		Ralph Daust	Lawn Mowing - Oct	50.00		
2504		No. Co. Cleaners	Cleaning Services - Oct	1,375.00		1,784.65
0-4431 Printing & Copying						
2505		Konica Minolta	Copier Lease Fee - Oct		264.95	
2506		SymQuest	Overages (Children's) - Oct		11.24	276.19
0-4451 Repairs to Building						
2507		Adk Affordable Plumbing	Service Call to Repair Men's Room Toilets on 9/27/23	177.00		177.00
TOTAL:				\$4,998.41	\$4,797.70	\$9,796.11

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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 \$9,796.11 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 10/24/2023

Barbara Barry Vice President

Seth Silver Secretary