



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, November 28, 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
- VII. Old Business
  - A. Friends Garden Space
- VIII. New Business
  - A. Trustee Vacancies
- IX. Next Meeting – December 12<sup>th</sup>
- X. \* 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  
October 24, 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, Jessamyn Neuhaus, and Elaine Ostry

**Trustee Absent:**

David Monette

**Representatives & Staff Present:**

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Jeff Moore, City of Plattsburgh Liaison; Nancy Nichols-Goldstein, Library Patron; Jamie Parrotte, Administrative Assistant; and Betsy Smith, AFSCME Representative

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Jacob Avery, seconded by Jessamyn Neuhaus, unanimously carried and passed, to accept the Special Meeting Minutes of September 18, 2023 and Regular Meeting Minutes of September 26, 2023.

**Director's Report:**

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

- **Trustee Training:** The annual sexual harassment training is required, as well as two hours of Trustee training each year, which I'll email training links from the Mid-Hudson Library System. CEFLS also hosts trustee training workshops and the next one is scheduled for Nov. 9<sup>th</sup>. Please submit your certifications upon completion to Jamie.
- **Children's Librarian:** One of the two Librarians interested in the position has dropped out, and the other is very interested. We have to wait until mid-November to ask for the list from Civil Service before beginning the hiring process.
- **2024 Library Budget:** Will attend the Budget hearing with the Common Council on Nov. 13<sup>th</sup>

**Finance and Facilities:**

**Approval of Bills:**

On a motion by Nick Dubay, seconded by Elaine Ostry, unanimously carried and passed, to accept the abstract of bills – claims #2489-2507, in the amount of \$9,796.11.

**Approval of Budget Transfer:**

On a motion by Jessamyn Neuhaus, seconded by Seth Silver, unanimously carried and passed, to approve the following budget transfer as follows:

Increase estimated revenues to State Aid (A/C 0000-6330-3842) by: \$307,711

Increase appropriation to Capital Reserve Fund (A/C 6-9560-000-9000) by: \$307,711

**Old Business:**

Friends Garden Space:

Discussion followed regarding plans for the Friends garden space. It was decided that a needs assessment survey would be conducted, with the Library staff and Friends, to prioritize what would be a good use of the Friends money instead of a garden space. The Board also suggested a memorial garden could be incorporated within the new ramp space. Director de la Chapelle stated she would poll the staff and report the findings at the next Board meeting.

**New Business:**

Jamie Parrotte regretfully announced her retirement and her last day would be January 5<sup>th</sup>, 2024. Director de la Chapelle stated she created another Administrative Assistant position to give Jamie an opportunity for to train that person, and we will begin interviewing once we receive the top three candidates from Civil Service.

**Next Meeting:**

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

**Adjournment:**

On a motion by Elaine Ostry, seconded by Nick Dubay, unanimously carried and passed, the Board moved to adjourn at 5:07 pm.

Transcribed by Jamie Parrotte

**LIST OF MOTIONS**

**Approval of Minutes:**

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**Adjournment:**

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## Director's Report November 28, 2023

We have hired Kristin Ridgway as our new Administrative Assistant. She began work on November 22<sup>nd</sup>, and will train with Jamie for the month of December.

We are still working to fill our Librarian I Children's Librarian position. We have advertised the position, and may need to request a waiver of Clinton County residency.

Since David and Jacob have been elected to the City Council, we will need several new board members. Please think of possible candidates, and ask them to send me an email stating their desire to serve, and why. I will forward them to the Mayor for appointment.

Sarah led the efforts to decorate the library for Halloween. It looked great- thank you Sarah!!

I attended a CEF Director's meeting on November 15<sup>th</sup> at the Keene Valley Library. We included a Zoom option which is welcomed by Directors who cannot travel that day for whatever reason. We discussed ways that the system can better assist member libraries on many levels. If you are ever in Keene Valley, I suggest you visit the library- it is a lovely combination of an historic building with modern additions to fully serve the needs of the community. Much of the work was done with funds from the state construction aid for libraries.

We purchased 4 additional copies of the new Handbook for Library Trustees of New York State from the system. The online version is not out yet. You may borrow them from Jamie's office at any time.

The City has hung our new *Employee Parking Only* signs along the driveway and were preparing to install the library heritage sign on the lawn. However, there is a problem with the sidewalk tilt due to the tree. We are brainstorming alternative placements, or a delay until spring when the Brinkerhoff Street project may include replacing the sidewalks. They discussed a temporary display for the Holiday Parade since Stan and Chris Ransom are the Parade Marshals this year and this project came to fruition due to Stan's perseverance.

Wishing everyone a peaceful Thanksgiving!!

Submitted by: Anne de la Chapelle, Library Director

## Staff Ideas for Friends Contribution to Library

1. Replacement of outdoor book drop
2. New chairs for circulation desk
3. Reusable frames/hanging system for art gallery area
4. New heavy plastic flyer holders/handout holders/bookmark holders for library
5. Furnishing a break room
6. Funding a library clean out – basement/librarians' office/air conditioners we no longer use
7. New bar code scanners – investing in stands and wireless ones
8. New shelving carts – branded for library that look either colorful or neutral
9. Fund programs/programming supplies – without having to illuminate everything the funds are going toward before it can be funded
10. New indoor book drop for under TV
11. Outreach supplies – tent, table, chairs and something to hang our sign from – packable and manageable by one person
12. A complete sound system – with wireless microphones and wired mics
13. An outdoor signboard
14. Fund transfer of Press Republican to microfilm
15. Fund staff in-service day of training
16. Washing machine for puppets and post-program use so we don't have to take things home
17. Any subscriptions they could fund? Magazines or something?
18. New projector/screen system for auditorium
19. More modular furniture for programs

Submitted for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held November 28, 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>0-4330 Technical Materials &amp; Supplies</b>						
2508		Amazon	Misc. Book Invoice - Nov	17.31		
2509		B&T	Misc. Book Invoices - Oct	1,129.16		
2510		CEF	Trustee Handbooks (4)	22.12		
2511		Midwest Tape	Misc. A/V Invoices - Oct	471.10		<b>1,639.69</b>
<b>0-4340 Building &amp; Grounds Supplies</b>						
2512		Commercial Sales	Misc. Janitorial Supplies - Nov	195.17		
2513		NYSEG	Gas Charges - Oct		26.77	
2514		Staples Business	Misc. Janitorial Supplies - Nov	80.46		<b>302.40</b>
<b>0-4350 Office Supplies</b>						
2515		Staples Business	Misc. Office Supplies - Nov	215.28		<b>215.28</b>
<b>0-4411 Electricity</b>						
2516		City of Plattsburgh	Electric Charge - Oct		1,065.84	<b>1,065.84</b>
<b>0-4412 Water</b>						
2517		City of Plattsburgh	Water Charge - Oct		293.20	<b>293.20</b>
<b>0-4413 Sewer</b>						
2518		City of Plattsburgh	Sewer Charge - Oct		116.26	<b>116.26</b>
<b>0-4414 Telephone</b>						
2519		Twinstare	Misc. Telephone Charges - Oct		397.02	
2520		SymQuest	Managed IT - Oct		2,309.68	
2521		SymQuest	Workstation Updates w/JT Mail	330.00		<b>3,036.70</b>
<b>0-4430 Contracted Services</b>						
2522		City of Plattsburgh	Refuse Charge - Oct		34.65	
2523		Anne de la Chaplle	Mileage Reimbursement to Attend CEFDA Mtg in Keene Valley - 110 mi.	72.05		
2524		No. Co. Cleaners	Cleaning Services - Nov	1,375.00		
2525		Stafford, Owens	Professional Services - Sept	42.00		<b>1,523.70</b>
<b>0-4431 Printing &amp; Copying</b>						
2526		Konica Minolta	Copier Lease Charges - Nov		264.95	
2527		SymQuest	Children's Copier Overage Fees- Nov		7.08	<b>272.03</b>
<b>TOTAL:</b>				<b>\$3,949.65</b>	<b>\$4,515.45</b>	<b>\$8,465.10</b>

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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

\$8,465.10

11/28/2023

\_\_\_\_\_  
Barbara Barry

Vice President

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Seth Silver

Secretary