



Regular Meeting  
Plattsburgh Public Library  
Board of Trustees  
Tuesday, January 23, 2024  
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. New Business
  - A. Slate of Officers
- IX. Next Meeting – February 27th
- X. \* Adjournment

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



Anne de la Chapelle  
Library Director

Plattsburgh Public Library  
19 Oak Street  
Plattsburgh, NY 12901-2810  
(518) 563-0921  
[delachapellea@cityofplattsburgh-ny.gov](mailto:delachapellea@cityofplattsburgh-ny.gov)  
[www.plattsburghlib.org](http://www.plattsburghlib.org)

SS:

COUNTY OF CLINTON

Oath of Office administered to Trustees of the PPL Board on January 23, 2024.

We, Caitlin Bopp \_\_\_\_\_

Rebecca Fox \_\_\_\_\_

LeAnn Yelton \_\_\_\_\_

Tamara Sutin \_\_\_\_\_; do solemnly

affirm that we will support the Constitution of the United States, the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Plattsburgh Public Library according to the best of our ability.

Subscribed and sworn to before me  
this 23rd day of January, 2024

\_\_\_\_\_  
Kristin Ridgway  
Notary Public



Anne de la Chapelle  
Library Director

Plattsburgh Public Library  
19 Oak Street  
Plattsburgh, NY 12901-2810  
(518) 563-0921  
[delachapellea@cityofplattsburgh-ny.gov](mailto:delachapellea@cityofplattsburgh-ny.gov)  
[www.plattsburghlib.org](http://www.plattsburghlib.org)

SS:

COUNTY OF CLINTON

Oath of Office administered to Trustees of the PPL Board on January 23, 2024.

We, Barbara Barry \_\_\_\_\_  
Caitlin Bopp \_\_\_\_\_  
Nick Dubay \_\_\_\_\_  
Rebecca Fox \_\_\_\_\_  
Jessamyn Neuhaus \_\_\_\_\_  
Elaine Ostry \_\_\_\_\_  
Seth Silver \_\_\_\_\_  
LeAnn Yelton \_\_\_\_\_  
Tamara Sutin \_\_\_\_\_; do solemnly

affirm that we will support the Constitution of the United States, the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Plattsburgh Public Library according to the best of our ability.

Subscribed and sworn to before me  
this 23rd day of January, 2024

\_\_\_\_\_  
Kristin Ridgway  
Notary Public

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
November 28, 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 Elaine Ostry

**Trustees Excused:**

Nick Dubay and Jessamyn Neuhaus

**Representatives & Staff Present:**

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Jeff Moore, City of Plattsburgh Liaison; Jamie Parrotte & Kristin Ridgway, Administrative Assistants; and Betsy Smith, AFSCME Representative

**Public Forum:**

No one addressed the Board.

**Approval of Minutes:**

On a motion by Jacob Avery, seconded by David Monette, unanimously carried and passed, to accept the Regular Meeting Minutes of October 24, 2023.

**Director's Report:**

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

- New Administrative Assistant: Introduced Kristin Ridgway as Jamie's replacement and is currently in training
- Children's Librarian: The position has been posted until Dec. 11<sup>th</sup>, and if needed we may request a waiver of Clinton County residency for a interested candidate that is already on the Civil Service list
- Stewart's Grant: Applied for a \$750 Holiday Match grant to fund the Summer Reading Program for next year
- Library Heritage Sign: The head of Public Works has decided to install the sign instead of delaying until Spring

**Finance and Facilities:**

Approval of Bills:

On a motion by Seth Silver, seconded by Jacob Avery, unanimously carried and passed, to accept the abstract of bills – claims #2508-2527, in the amount of \$8,465.10.

**Old Business:**

Friends Garden Space:

Director de la Chapelle and Ben Carman polled the Library staff and came up with a listing of ideas that could be purchased by the Friends instead of a garden space. The general consensus from the staff was to purchase a new outdoor book drop to replace the old one. After discussion, it

was decided that Anne and Ben would contact the Friends, on behalf of the Board, and suggest the ideas that the staff came up with instead of using the funds for the garden space.

**New Business:**

Trustee Vacancies:

Director de la Chapelle discussed names of Library patrons interested in joining the Library Board; one person would not be recommended, and another deemed a conflict of interest. The Mayor's office did reach out and stated Rebecca Fox would be appointed on December 7<sup>th</sup>, and LeAnn Yelton expressed interest to Anne. After discussion, it was decided that LeAnn should submit a Letter of Intent to the Anne for consideration. Elaine Ostry stated she'd spread the word to her colleagues at Plattsburgh State.

**Next Meeting:**

Due to a lack of quorum the December 12<sup>th</sup> Board meeting will not be held, instead an email will be sent to approve the abstract of bills.

The next regular meeting will be held on January 23, 2024 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

**Adjournment:**

On a motion by Jacob Avery, seconded by Elaine Ostry, unanimously carried and passed, the Board moved to adjourn at 4:56 pm.

Transcribed by Jamie Parrotte

**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 October 24, 2023.

**Approval of Bills:**

On a motion by Seth Silver, seconded by Jacob Avery, unanimously carried and passed, to accept the abstract of bills – claims #2508-2527, in the amount of \$8,465.10.

**Adjournment:**

On a motion by Jacob Avery, seconded by Elaine Ostry, unanimously carried and passed, the Board moved to adjourn at 4:56 pm.

**Plattsburgh Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
December 12, 2023

**Call to Order:**

No meeting took place due to lack of quorum.

**Finance Committee:**

Through an email polling of the Plattsburgh Public Library Board of Trustees the following motion was approved:

Approval of Bills:

On a motion by Elaine Ostry, seconded by Barbara Barry, unanimously carried and passed, to approve the abstract of bills – claims #2528-2560, in the amount of \$25,553.36.

**Next Meeting:**

The next meeting will be held January 23, 2024 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

## Director's Report January 23, 2024

Welcome new trustees Caitlin Bopp, Rebecca Fox, LeAnn Yelton and Tamara Sutin!

It's a new year, so the trustee 2 hour annual training requirement begins again. The self-reporting form is included in the packet. The Mid-Hudson Library System has a nice page with resources for new trustees. <http://midhudson.org/topics/trustees/>

The new [Handbook for Library Trustees of New York State](#) has come out in electronic version and the Mid-Hudson trustee page discusses the various topics covered in the handbook.

They also sponsored the *Trustee Handbook Book Club* which can be found at <https://midhudson.org/trusteebookclub/>

We have hired Jenny Lavigne as our new Youth Services Librarian. She is currently the Director of the Paine Memorial Library in Willsboro. She will begin January 29<sup>th</sup>.

Ben and I met with James A. Abdallah, P.E and Shane E. Chatelle, R.A. from Architectural & Engineering Design Associates (AEDA) to discuss the front ramp replacement project. We considered a new design to remove the gardens and install a metal railing instead of all of the brick. Ben will share a drawing when it is ready for review. It would update the whole façade of the building and would probably save money. I also suggested that they correct the steps which we replaced with state aid years ago, but we would pay for this work out of our capital funds.

This is my last board meeting. It has been a pleasure working with you, and I wish you success moving forward. Congratulations to Ben Carman on his appointment beginning February 1<sup>st</sup>.

Submitted by: Anne de la Chapelle, Library Director

# Sample Form

## SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: \_\_\_\_\_

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

---

**Trustee Signature/Date**



## Finance Committee Report (01/17/24):

1. **\*Approval of Abstract of Bills**

See attached abstract of bills

Submitted for audit and consideration at a meeting of the  
Plattsburgh Public Library Board of Trustees held January 23, 2024

| <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>0-2500 Other Equipment</b>                    |             |                    |   |                         |                   |                    |
| 2561   |             | Cybrarian Corp     | Cybraran Software Renewal   | 909.45                  |                   | <b>909.45</b>      |
| <b>0-4330 Technical Materials &amp; Supplies</b> |             |                    |   |                         |                   |                    |
| 2562   |             | Baker & Tyler      | Misc. Book Invoices - Jan   | 697.87                  |                   |                    |
| 2563   |             | CEF Library System | Library Patron Cards (2000)   | 680.00                  |                   |                    |
| 2564   |             | Cengage Learning   | Standing Order Plan - LP  | 2,327.00                |                   |                    |
| 2565   |             | ProQuest           | Heritage Quest Online   | 603.86                  |                   | <b>4,308.73</b>    |
| <b>0-4340 Building &amp; Grounds Supplies</b>    |             |                    |   |                         |                   |                    |
| 2566   |             | Amazon.com         | Misc. Bldg. Supplies - Jan  | 37.48                   |                   |                    |
| 2567   |             | Commercial Sales   | Misc. Janitorial Supplies - Jan                                       | 176.73                  |                   | <b>214.21</b>      |
| <b>0-4350 Office Supplies</b>                    |             |                    |   |                         |                   |                    |
| 2568   |             | Staples            | Misc. Office Supplies - Jan   | 64.66                   |                   | <b>64.66</b>       |
| <b>0-4414 Telephone</b>                          |             |                    |   |                         |                   |                    |
| 2569   |             | SymQuest           | Safetynet Managed Google Jan  |                         | 1,198.78          |                    |
| 2570   |             | SymQuest           | Safetynet Defender Jan  |                         | 423.52            | <b>1,622.30</b>    |
| <b>0-4430 Contracted Services</b>                |             |                    |   |                         |                   |                    |
| 2571   |             | Calongne Security  | Fire Monitoring service   | 399.00                  |                   |                    |
| 2572   |             | CEF Library System | Auto Contract for 2024  | 6,194.45                |                   |                    |
| 2573   |             | No. Co. Cleaners   | Cleaning Services - Dec   | 1,375.00                |                   | <b>7,968.45</b>    |
| <b>0-4431 Printing &amp; Copying</b>             |             |                    |   |                         |                   |                    |
| 2574   |             | Konica             | Misc. Children's Room Overage Dec                                     |                         | 25.00             |                    |
| 2575   |             | Konica             | Service Charges 12/12-1/11/24<br>(Public, Children's & Staff Copiers) |                         | 42.10             |                    |
| 2576   |             | Konica             | Misc. Overage 12/16-1/15/24   |                         | 5.85              |                    |
| 2577   |             | Konica             | Service Charges 1/12-2/11/24  |                         | 42.10             | <b>115.05</b>      |
| <b>TOTAL:</b>                                    |             |                    |   | <b>\$13,465.50</b>      | <b>\$1,737.35</b> | <b>\$15,202.85</b> |

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 \$15,202.85 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 1/23/2024

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

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

Plattsburgh Public Library  
Board of Trustees  
2024 Slate of Officers - Annual Meeting February 27th

Slate of Officers for 2024

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: Richard A. Marks, Chamberlain,  
City of Plattsburgh  
(by law, an ex-officio member of the  
Board)



**BOARD OF TRUSTEES**

Barbara Barry, Vice President  
18 West Court Street  
Ward VI

Seth Silver, Secretary  
40 Trafalgar Drive  
Ward IV

Richard Marks, Treasurer  
City Chamberlain  
(an ex-officio member of the Board)

Caitlin Bopp  
68 Saily Avenue, Apt. A  
Ward V

Nick Dubay  
9 Champlain Street  
Ward IV

Rebecca Fox  
7 Caitlin Way  
Ward I

Jessamyn Neuhaus  
64 Trafalgar Drive  
Ward IV

Elaine Ostry  
54 Olivetti Place  
Ward III

Tamara Sutin  
245 Cornelia Street  
Ward VI

LeAnn Yelton  
3 Fort Brown Drive, Apt. 301  
Ward I



### 2024 Board Meeting Dates

January 23<sup>rd</sup> (Tues.) @ 4:30 pm

February 27<sup>th</sup> (Tues.) @ 4:30 pm

March 26<sup>th</sup> (Tues.) @ 4:30 pm

April 23<sup>rd</sup> (Tues.) @ 4:30 pm

May 28<sup>th</sup> (Tues.) @ 4:30 pm

June 25<sup>th</sup> (Tues.) @ 4:30 pm

July 23<sup>rd</sup> (Tues.) @ 4:30 pm

August 27<sup>th</sup> (Tues.) @ 4:30 pm

September 24<sup>th</sup> (Tues.) @ 4:30 pm

October 22<sup>nd</sup> (Tues.) @ 4:30 pm

November 26<sup>th</sup> (Tues.) @ 4:30 pm

December 17<sup>th</sup> (Tues.) @ 4:30 pm

### Finance Committee Dates

January 17<sup>th</sup> (Wed.)

February 21<sup>st</sup> (Wed.)

March 20<sup>th</sup> (Wed.)

April 17<sup>th</sup> (Wed.)

May 22<sup>nd</sup> (Wed.)

June 20<sup>th</sup> (Thurs.)

July 17<sup>th</sup> (Wed.)

August 21<sup>st</sup> (Wed.)

September 18<sup>th</sup> (Wed.)

October 16<sup>th</sup> (Wed.)

November 20<sup>th</sup> (Wed.)

December 11<sup>th</sup> (Wed.)

*\*Meetings are located in the Smart Room*