



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, February 27, 2024
4:30 p.m.
Agenda

Annual Meeting

- 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
 - 2. * Resolution to Pay Bills - Annual
- VI. Old Business
- VII. New Business
 - A. *Election of Officers - Annual
 - B. Conflict of Interest Questionnaire - Annual
 - C. *Approval of 2023 Annual Report
- VIII. Next Meeting – March 26, 2024
- IV. * Adjournment

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

Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
January 23, 2024

Call to Order:

The meeting was called to order at 4:32 pm by Barbara Barry

Trustees Present:

Barbara Barry, Seth Silver, Nick Dubay, Rebecca Fox, Jessamyn Neuhaus, Elaine Ostry, LeAnn Yelton, Tamara Sutin

Trustees Excused: Caitlin Bopp

Representatives & Staff Present:

Anne de la Chapelle, Plattsburgh Public Library (PPL) Director; Ben Carman, Librarian II, Kristin Ridgway, Administrative Assistant; David Monette, Liaison and Betsy Smith, AFSCME Representative

Public Forum:

No one addressed the Board.

Approval of Minutes:

On a motion by Seth Silver, seconded by Nick Dubay, unanimously carried and passed, to accept the Regular Meeting Minutes of November 28, 2023 & December 12, 21023.

Director's Report:

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

- NYS passed a 2 hour per year training requirement for all new trustees – there is a sample form that was provided by Anne
- Jenny Lavigne new Librarian
- Ben taking over the Construction project of the front of the building
- Take \$20k From the Capital Fund and fix the steps correctly

Finance and Facilities:

Approval of Bills:

On a motion by Elaine, seconded by LeAnn Yelton, unanimously carried and passed, to accept the abstract of bills – claims #2561-2577, in the amount of \$15,202.85.

New Business:

Slate of Officers:

Seth Silver will canvass the Board and prepare a slate for the February Board meeting.

Next Meeting:

The next meeting will be held February 27, 2024 at 4:30 pm in the Smart Room of the Plattsburgh Public Library.

Adjournment:

On a motion by Nick Dubay, seconded by Rebecca Fox, unanimously carried and passed, the Board moved to adjourn at 4:54 pm.

Transcribed by Kristin Ridgway

LIST OF MOTIONS

Approval of Minutes:

On a motion by Seth Silver, seconded by Nick Dubay, unanimously carried and passed, to accept the Regular Meeting Minutes of November 28, 2023 & December 12, 21023.

Approval of Bills:

On a motion by Elaine, seconded by LeAnn Yelton, unanimously carried and passed, to accept the abstract of bills – claims #2561-2577, in the amount of \$15,202.85.

Adjournment:

On a motion by Nick Dubay, seconded by Rebecca Fox, unanimously carried and passed, the Board moved to adjourn at 4:54 pm.

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)

Plattsburgh Public Library Director's Report
February 2024 (Submitted to Board for February 27, 2024 Board Meeting)
Ben Carman, Library Director

I am pleased to submit my first report to the Board as Library Director of PPL! February has been a busy month in the midst of much transition, with me moving into the Director role, and a new Youth Services Librarian I, Jenny Lavigne, beginning at the end of January and settling into her role.

Staff

We have made it a point this month to hold our monthly staff meetings, and I have also begun to conduct 1-on-1 meetings with all staff individually to discuss concerns, needs, and visions for the Library. I have also been working individually with staff to discuss work area needs as we are doing some shuffling with desk spaces as a part of a larger building cleanout and reorganization.

Building & Grounds

I have been identifying areas in need of improvement around the building and grounds. We have already begun to do some decluttering/reorganizing of spaces and will be offering some excess furnishings to other agencies and recycling scrap metal (old shelving, racks, etc.) in the coming months.

Our City of Plattsburgh fire inspection revealed that several of our emergency lights were not illuminating. We have ordered replacement bulbs for these and will install them when they arrive, and follow up with the fire inspector. I have also begun working on inspecting and replacing defective area lighting throughout the building, much of which is in the basement/Children's Room. Johnson Controls has inspected our commercial smoke detector units, replaced batteries as needed, and replaced one unit.

Our phone system (managed by the City) is in need of replacement. We expect this to happen this year. I have also begun working closely with our SymQuest IT reps (also managed by the City) to determine exactly how our contract with them works, what is included in terms of service visits, etc. to avoid excess charges and duplication of requests and work.

AEDA is working on renderings for our 2024 ramp/brickwork project, and I will follow up with them in March on next steps.

Safety

I have been working to clarify and update safety protocols for staff. We will be sure that all staff have quick access to safety protocol guidance, and will schedule future training (fire drills, active shooter training, de-escalation training) in the coming months.

We have ordered sharps containers for our public restrooms to provide for safe disposal of needles and other sharp objects, as we have found these on the grounds several times in the past months. These will be installed as soon as they arrive.

Collection, Programs, & Exhibits

- I have continued to run our Thursday Family Storytime sessions. Jenny will soon add another weekly session, for a total of two each week. We may add additional sessions as resources allow.
- Sarah, Jen, Jenny, and I have been working on programming for the 2024 eclipse. We also provided a movie series for the week of February school break.
- The works of Ian Burcroff, Peru artist and art professor at Clinton & SUNY, comprise our current Hale-Walter Gallery exhibit in the stairwell. We hope to reconnect with the Strand and with other local artists to have regular exhibitions of art in our gallery areas again regularly. We also plan to coordinate with the Department of Public Works to do a display of historic Plattsburgh signs in the Library.
- We are conducting a review and reorganization of our Local History collections, the primary goal being improving accessibility to and interest in these collections.

Professional Development & Outreach

- This month, I participated in a webinar titled “Diversity and Inclusion Bookshelf” with Karen Glass of the Keene Valley Library, put on by Karen and CEFLS. I also visited Dr. Tracie Church Guzzio’s SUNY class on banned books and shared a public library perspective with them.
- Elaine and I have discussed future internship opportunities for SUNY students at the Library. I have also met with Allison Swick-Duttine, Project HELP Coordinator at SUNY Plattsburgh, to discuss volunteer opportunities.
- I attended Library Advocacy Day in Albany February 7, visiting the offices of several representatives, including Assemblyman Billy Jones and Senator Dan Stec to advocate for library funding.
- Sarah continues to do a great job on our monthly newsletter.

CEFLS

- We have revived discussion of driveway safety with our CEFLS neighbors, and discussed possibilities with the City.
- We have submitted our New York State Annual Report to CEFLS.

City of Plattsburgh

- I have been and will continue to be attending City department head meetings, city council/department head work sessions, and city council meetings. While the library does not have formal reporting responsibility to the City as its own organization governed by its own board, I do feel it is important to keep us in the loop.

Funding/Fundraising

- I plan to meet with the current Friends of the Library March 18 to discuss the future of the group.
- We are on track with our Federal E-Rate application for Internet and IT services funding.

Other

- I have been contacted by two separate parties interested in leasing the coffee bar space. I also plan to meet with Tracy Vicory-Rosenquest to discuss ideas.
- Amanda Dagley has expressed interest in serving on our board.

A. Finance and Facilities

1. ***Approval of Bills**

See attached abstract of bills.

2. ***Resolution to Pay Bills - Annual**

A motion to approve operation payments to the City of Plattsburgh for Electricity, Water, Sewer, and Refuse; NYSEG (Gas), Telephone, SymQuest (Managed IT & Copier Lease), Konica, Cybraran, and Pitney Bowes (Postage Meter). Payments in excess of 50% of the previous period's payment will still require Board approval.

Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-4330 Technical Materials & Supplies						
2578		Baker & Taylor	Misc. Book Invoices - Jan	3,292.02		
2579		Midwest Tape	Misc A/V Invoices - Jan	1,558.39		4,850.41
0-4340 Building & Grounds Supplies						
2580		Amazon	Misc Bldg Supplies	259.69		
2581		Commercial Sales	Misc. Janitorial Supplies - Feb	259.16		518.85
0-4350 Office Supplies						
2582		Vista Print	Misc Supplies - Bus Card	78.58		
2583		Amazon	Misc. Office Supplies - Feb	269.70		
2584		Staples Business	Misc. Office Supplies - Feb	330.32		678.60
0-4411 Electricity						
2585		City of Plattsburgh	Electricity Charges - Jan		996.91	
2586		NYSEG	Electricity Charges - Jan		720.07	1,716.98
0-4441 Water						
2587		City of Plattsburgh	Water Charges - Jan		293.20	293.20
0-4413 Sewer						
2588		City of Plattsburgh	Sewer Charges - Jan		116.26	116.26
0-4414 Telephone						
2589		Firstlight Fiber	Phone Charges - Jan		397.04	
2590		Symquest	Safetynet Defender - Feb		423.54	
2591		Symquest	Safetynet Managed - Feb		1,206.78	2,027.36
0-4430 Contracted Services						
2592		Archivesocial Inc	Social Media Archiving subsc	237.19		
2593		City of Plattsburgh	Refuse - Jan	34.65		
2594		Johnson Controls	Fire Protection Repairs	812.70		
2595		No. Co. Cleaners	Janitorial Services - Feb	1,375.00		2,459.54
0-4431 Printing & Copying						
2596		Konica Minolta	Copier Lease Fee - Feb (Public & Staff Copiers)		689.11	
2597		Konica Minolta	Copier Lease Fee - overage (Public & Staff Copiers)		31.64	
2598		SymQuest	2/12-3/11/24		42.10	
2599		SymQuest	1/12/24-2/11/24 Overage		43.35	806.20
0-4470 Postage						
2600		Pitney Bowes	Postage lease (Dec 30-Mar 29 2024)		\$189.42	
TOTAL				\$8,507.40	\$5,149.42	\$13,656.82

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 \$13,656.82 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 2/27/2024

_____ Vice President

_____ Secretary

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

Slate of Officers for 2024

President: _____

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Secretary: _____

Treasurer: Richard A. Marks, Chamberlain,
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Conflict of Interest Policy

This Conflict of Interest Policy of Plattsburgh Public Library has been adopted by the Board of Directors and is applicable to all current and former (within the last five years) directors, officers, as well as volunteers, independent contractors, substantial contributors and others who have the ability to exercise substantial influence over the library.

A. General. All directors, officers and staff owe a duty of loyalty to the library. The duty of loyalty requires that they exercise their powers in good faith and in the best interests of the organization, rather than in their own interests or the interests of another entity or person.

Conflicts between the interests of the Plattsburgh Public Library and the personal or financial interests of an individual may arise from time to time. Some conflicts of interest are illegal or may subject the library or its directors and officers to liability. Some conflicts of interest may be legal, but also unethical or may create an appearance of impropriety. Some conflicts of interest may be in the best interests of the organization so long as certain procedures are followed. This Conflict Policy is designed to assist the directors, officers and others in the library in identifying conflicts of interest and in handling them appropriately.

Neither the library nor any individual shall enter into any transaction or arrangement that involves an actual, potential, or apparent conflict of interest except in compliance with this Conflict Policy.

B. Conflict of Interest. A conflict of interest arises whenever the interests of the library come into conflict with a competing financial or personal interest of an individual or an affiliated party (as defined below), or otherwise whenever an individual's personal or financial interest could be reasonably viewed as affecting their objectivity or independence in fulfilling their duties to the library.

While it is not possible to anticipate all possible conflict situations, conflicts of interest typically arise whenever an individual, or any affiliated party has (directly or indirectly):

1. a compensation arrangement or other interest in a transaction with the library;
2. a compensation arrangement or other interest in or affiliation (subject to *de minimis* exceptions) with any entity or individual that: (a) sells goods or services to, or purchases goods or services from, the library; (b) competes with the library; or (c) the library has, or is negotiating, or contemplating negotiating, any other transaction or arrangement;

3. used his or her position, or confidential information or the assets of the library to his or her (or an affiliated party's) personal advantage or for an improper or illegal purpose;
4. solicited or accepted any gift, entertainment, or other favor where such gift might create the appearance of influence on the individual (other than gifts of nominal value, which are clearly tokens of respect and friendship unrelated to any particular transaction);
5. acquired any property or other rights in which the library has, or the individual knows or has reason to believe at the time of acquisition that the library is likely to have, an interest;
6. an opportunity related to the activities of the library that is available to the library or to the individual, unless the Board has made an informed decision that the library will not pursue that opportunity;
7. been indebted to the library, other than for amounts due for ordinary travel and expense advances; or
8. any other circumstances that may, in fact or in appearance, make it difficult for the individual to exercise independence, objective judgment or otherwise perform effectively.

C. *Affiliated Party.* "Affiliated party" means a member of the individual's family (including spouses (and their siblings), lineal ancestors and descendants, spouses of lineal descendants, siblings (and their spouses and children), and domestic partners), or any entity in which the individual (or any affiliated party) is a director, officer, or has a beneficial interest of more than 5%.

D. *Disclosure of an Actual, Potential or Apparent Conflict of Interest.*

1. Conflict identification and analysis can be difficult and, therefore, individuals and other staff are at all times expected to err on the side of caution and bring to the attention of the President or Vice President of the Board all material facts of any matters that may involve conflicts of interest or be perceived by others to raise questions about potential conflicts even if the person does not believe that an actual conflict exists. Disclosures should be made in advance, before any action is taken on the matter.
2. In addition, each individual who currently serves as a director or officer or as a volunteer or independent contractor, or who is currently a substantial contributor or any person who currently has the ability to

exercise substantial influence over the library shall complete a Questionnaire Concerning Conflicts of Interest (attached) each year of their affiliation with the library, disclosing any actual, potential or apparent conflicts, and affirming that they have read, understand, and have and will continue to adhere to this Conflict Policy. They shall also submit a new Questionnaire disclosing any relevant change in circumstances. The Questionnaires shall be reviewed by the President of the Board and the appropriate committees.

E. Evaluation of an Actual, Potential or Apparent Conflict of Interest. The Board will evaluate conflict disclosures and make other necessary inquiries to determine the extent and nature of any actual or potential conflict of interest and, if appropriate, investigate alternatives to the proposed transaction or arrangement. After disclosure of the potentially conflicting interest and all material facts, and after answering any questions, the interested person shall recuse himself or herself from deliberations and voting relating to the matter and shall refrain from attempting to influence other decision-makers relating to the matter. However, as a member of the Board or committee, an interested director may be counted in determining the establishment of the quorum at a meeting relating to the matter.

F. Resolution of an Actual, Potential or Apparent Conflict of Interest. The library may enter into a transaction or other arrangement in which there is an actual or potential conflict of interest only if at a duly held meeting of the Board a majority of those directors (if a quorum is present at such time) who have no interest in the transaction or arrangement approve the transaction or arrangement after determining, in good faith and after reasonable inquiry, that:

1. entering into the transaction or arrangement is in the best interests of the library, while considering the library's mission and resources, and the possibility of creating an appearance of impropriety that might impair the confidence in, or the reputation of, the library (even if there is no actual conflict or wrongdoing);
2. the transaction or arrangement in its entirety, and each of its terms, are fair and reasonable to the library;
3. after consideration of available alternatives, the library could not have obtained a more advantageous arrangement with reasonable effort under the circumstances;
4. the transaction or arrangement furthers the library's mission and charitable purposes; and

5. the transaction or arrangement is not prohibited under state law and does not result in private inurement, an excess benefit transaction or impermissible private benefit under laws applicable to tax exempt organizations.

G. *Records of Conflict Disclosures and Proceedings.* The minutes of the Board or any committee meeting during which a potential or actual conflict of interest is disclosed or discussed shall reflect the name of the interested individual, the nature of the conflict, and details of the deliberations of the disinterested directors (such as documents reviewed, alternatives considered, comparative costs or bids, market value information and other factors considered in deliberations) and the resolution of the conflict including any ongoing procedures to manage any conflict that was approved. The interested person shall only be informed of the final decision and not of particular directors' positions. In addition, certain related party transactions are required to be disclosed in the notes to the library's audited financial statements and its annual federal tax filings.

H. *Compliance.* If the Board or the President has reasonable cause to believe that an individual has failed to comply with this Conflict Policy, they may make such further investigation as may be warranted in the circumstances and if they determine that an individual has in fact failed to comply with this Conflict Policy, they shall take appropriate action which may include removal from office or termination.

Amendment. This Conflict Policy may be amended only by the Board.

Conflict of Interest Questionnaire

Have you or any affiliated party (as defined in the Conflict Policy), had or engaged in, or do you know of any other individual that has or engaged in any of the following? (other than matters already fully disclosed, evaluated and resolved)

	Yes	No
1. a compensation arrangement or other interest in a transaction with the library;		
2. a compensation arrangement or other interest in or affiliation (subject to <i>de minimis</i> exceptions) with any entity or individual that: (a) sells goods or services to, or purchases goods or services from, the library; (b) competes with the library; or (c) the library has, or is negotiating, or contemplating negotiating, any other transaction or arrangement;		
3. used his or her position, or confidential information or the assets of the library to his or her (or an affiliated party's) personal advantage or for an improper or illegal purpose;		
4. solicited or accepted any gift, entertainment, or other favor where such gift might create the appearance of influence on the individual (other than gifts of nominal value, which are clearly tokens of respect and friendship unrelated to any particular transaction);		
5. acquired any property or other rights in which the library has, or the individual knows or has reason to believe at the time of acquisition that the organization is likely to have, an interest;		
6. an opportunity related to the activities of the library that is available to the library or to the individual, unless the Board has made an informed decision that the library will not pursue that opportunity;		
7. been indebted to the library, other than for amounts due for ordinary travel and expense advances; or		
8. any other circumstances that may, in fact or in appearance, make it difficult for the individual to exercise independence, objective judgment or otherwise perform effectively.		

If yes to any of the above please describe the relevant facts (attach a separate sheet if necessary):

The answers to the foregoing questions are stated to the best of my knowledge and belief.

I also acknowledge that I have received, read and understood the Conflict of Interest Policy, and Whistleblower Policies of the Plattsburgh Public Library and agree that I have and will continue to abide by such policies.

Date: _____

Signature: _____

Printed
Name: _____

A couple of dates to add to your calendar

1 message

Steven Kenworthy <skenworthy@cefls.org>
To: CEFLibraries <CEFLibraries@cefls.org>

Mon, Feb 5, 2024 at 8:12 AM

Dear CEFLS Family:

We are announcing two important dates and want you to have plenty of time to make arrangements.

On 3/14/24 @ 6:00 PM we will hold a Board Basics webinar on the subject of the Board/Director Relationship. This session is meant particularly for library board of trustee members. Please disseminate this to your Boards. It will be 1 hour and will count towards a board member's required continuing education requirement. Registration is encouraged for this session. We will post a registration link soon.

On 4/3/24 @ 9:00 AM we will hold a CEFCAT meeting. A representative from each library is strongly encouraged to attend. A preliminary agenda will be distributed in mid-March. If you have suggestions to add to the agenda (whether now or after you see the preliminary agenda), please forward them to me.

Thanks for your time.

Steve Kenworthy



Director, Clinton-Essex-Franklin Library System
33 Oak Street
Plattsburgh, NY 12901
(518) 563-5190



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)

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