



**Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, April 23, 2024
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. Coffee Bar
 - B. Board Training
- VIII. New Business
 - A. Snow Day Policy
 - B. Relationship with Friends Policy
 - C. Friend's Garden Space
 - D. Family Friendly Policy
 - E. *Approval for Adding Budget Line for Programs
 - F. Purchase of Computer for Children's Room
- IX. Next Meeting – May 28th
- X. * 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
March 26, 2024

Call to Order:

The meeting was called to order at 4:33 pm by Rebecca Fox.

Trustees Present:

Barbara Barry, Seth Silver, Rebecca Fox, Elaine Ostry, LeAnn Yelton, Tamara Sutin, and Wanda Carroll

Trustees Excused:

Nick Dubay and Jessamyn Neuhaus

Representatives & Staff Present:

Ben Carman, Plattsburgh Public Library (PPL) Director; Kristin Ridgway, Administrative Assistant; and Betsy Smith, AFSCME Representative. (David Monnett, Liaison was absent from the meeting).

Public Forum:

No one addressed the Board.

Approval of Minutes:

On a motion by LeAnn Yelton, seconded by Barbara Barry, unanimously carried and passed, to accept the Regular Meeting Minutes of February 27, 2024.

Director's Report:

Director Carman reported the following in addition to his written report:

- Staff Meeting was productive and a success.
- Phone Systems are to be upgraded, more information to come.
- We need to replace two computers in the Children's room, update our deepfreeze software, and rewire or replace defective lines for the ethernet.
- AEDA is about 80% completed with the report for the construction on the ramp project.
- The history piece of the library was installed prior to Ann's departure outside.
- Volunteers from SUNY helping in the Children's room.

Finance and Facilities:

Approval of Bills:

On a motion by Elaine Ostry, seconded by Seth Silver, unanimously carried and passed, to accept the abstract of bills – claims #2601-2626, in the amount of \$15,479.35.

Approval of 2024 Central Library Services Aid (CLSA):

On a motion by Barbara Barry, seconded by Elaine Ostry, unanimously carried and passed, to accept the 2024 Central Library Services Aid Budget (CLSA) proposal to CEF in the amount of \$172,411.00.

Personnel and Policies:

Director's Evaluation:

On a motion by Elaine Ostry, seconded by LeAnn Yelton, unanimously carried and passed, to postpone the Director's evaluation until his year anniversary February 1, 2025.

On a motion by Elaine Ostry, seconded by LeAnn Yelton, unanimously carried and passed, to do the annual Director's review annually on the Director's anniversary, one year after employment started.

Old Business:

Friend Garden Space:

- Ben will work with the Friends to find common ground on this project and suggest alternative spacing for this project.
- Start of monthly book donations/sales to start potentially in May 2024 with the Friends.
- Ben is working on a policy for the relationship with the Friends and inviting them to future board meetings to determine priorities.

New Business:

Oath of Office - Wanda Carroll

Wanda Carroll took the oath of office and is now a Trustee on the board. Wanda also completed the Annual Conflict of Interest questionnaire, Questionnaire will be presented to Nick Dubay at the next scheduled meeting.

Next Meeting:

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

Adjournment:

On a motion by Elaine Ostry, seconded by Wanda Carroll, unanimously carried and passed, the Board moved to adjourn at 5:16 pm.

Transcribed by Kristin Ridgway

LIST OF MOTIONS

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Plattsburgh Public Library Director's Report
April 2024 (Submitted to Board for April 23, 2024 Board Meeting)
Ben Carman, Library Director

Staff

- We held our second all-staff meeting on Friday, 4/5.
- Staff committees have formed and will begin meeting this month.

Building, Grounds, & Safety

- AEDA plans to have drawings ready for approval to send out to bid in the coming few weeks for the ramp project.
- All emergency lights are now working.
- We are planning to apply for the Adirondack Foundation/Lake Placid Education Foundation grant to update computer hardware (staff and public as needed).
- Through an initiative with the Clinton County Health Department, we will be converting a space in the Children's Room into a lactation space. We will establish a family friendly policy in alignment with the program goals, and grant funds will cover the cost of furnishing the space.
- Work continues on repainting the librarians' office on the second floor and preparing it for use. We will have another Project HELP (SUNY) volunteer day on Saturday, April 27 and we anticipate to finish work that day or shortly afterward.
- We have completed our annual fire extinguisher inspection. Our technician replaced several of our extinguishers with ABC fire extinguishers, which are recommended for our building. This will actually result in a reduction in our maintenance cost, as these units are less expensive to maintain than those they replaced.

Collection, Programs, & Exhibits

- Peru resident and library patron Greg Wuesthoff donated many framed photographic works for us to do with as we please, suggesting that we offer them for sale with all proceeds going to the library. They will be put on display in the coming months. We thank him for his generous donation!
- The Stafford Middle School student eclipse project exhibit opening on 3/28 was a huge success! Over a hundred middle schoolers and their families attended, along with local media and Mayor Rosenquest.
- Eclipse day was a busy, busy day! We had hundreds of visitors in the morning hours before closing at 12:30 for the day. Most were from out of town, seeking restaurant and viewing spot recommendations, and were very complimentary toward the library, the eclipse projects, and our staff!

- We are an official collection point for eclipse glasses to send to Astronomers Without Borders, an organization that helps to provide the glasses to places around the world that may not otherwise have access to them. We will collect them through the end of April, at least.
- We will be hosting a screening and discussion of the film "Madan Sara" with filmmaker Etant Dupain on 5/29 at 6pm in the Auditorium. The film tells the story of the "group of women whose work is at the center of Haiti's informal economy." Visit <https://www.madansarafilm.com/> for more information.

Professional Development & Outreach

- Project HELP volunteers from SUNY Plattsburgh continue to assist with post-storytime cleanup and moving/organization efforts around the building. We appreciate their help!
- Sarah Spanburgh and I have submitted a presentation proposal for the New York Library Association Conference in Syracuse this Fall, tentatively titled "Streamlining Your Summer Reading Program."

City of Plattsburgh

- Kristin and I met with Rich Marks (City Chamberlain), Casey Buck (Deputy City Chamberlain), and Kasey Koch (City Accountant) earlier this month to discuss adding a budget line for library programming.

Friends of the Library

- A draft of a new Friends of the Library policy was sent to the Friends for review and feedback. We are working on providing space on the lower level (storage room near the public restrooms) for friends to store their materials. Skylar Hunyadi has volunteered to assist us with incoming donations and stocking the shelves for the Friends.

Respectfully submitted by Ben Carman, Library Director

<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>
0-4330 Technical Materials & Supplies						
2627		Baker & Taylor	Misc. Book Invoices - Mar	2,933.71		
2628		CEF	Movie License	300.00		
2629		Kirkus Reviews	Subscription	179.00		
2630		Midwest Tape	Misc A/V Invoices - Mar	420.35		3,833.06
0-4340 Building & Grounds Supplies						
2631		Amazon	Register and Misc Supplies	387.02		
2632		Ben Carman	Reimbursement BLGD Sup	289.22		
2633		Commercial Sales	Misc. Janitorial Supplies - Apr	197.60		873.84
0-4350 Office Supplies						
2634		Vista Print	Misc Supplies - Bus Card	36.70		
2635		Amazon	Misc. Office Supplies - Feb	53.81		
2636		Staples Business	Misc. Office Supplies - Feb	121.74		212.25
0-4411 Electricity						
2637		City of Plattsburgh	Electricity Chrges - Mar		906.58	
2638		NYSEG	Feb-March Charges		1,066.71	1,973.29
0-4441. Water						
2639		City of Plattsburgh	Water Charges - Mar		293.20	293.20
0-4413 Sewer						
2640		City of Plattsburgh	Sewer Charges - Mar		116.26	116.26
0-4414 Telephone						
2641		Firstlight Fiber	Phone Charges - Mar		397.04	
2642		Symquest	Support Net		141.63	
2643		Symquest	Invoice 1872178		24.29	562.96
0-4430 Contracted Services						
2644		City of Plattsburgh	Refuse - Mar	36.15		
2645		No. Co. Cleaners	Janitorial Servces - Mar	1,375.00		1,411.15
0-4431 Printing & Copying						
2646		Symquest	Copier Overage - Mar (Public & Staff Copiers)		50.44	
2647		Konica Minolta	Contract Fees - April		190.37	
2648		Konica Minolta	Copier Lease Fee - March (Public & Staff Copiers)		25.19	266.00
0-4451 Repairs to Building						
2649		HydeStone	Boiler Repairs	270.00		270.00
TOTAL:				\$6,600.30	\$3,211.71	\$9,812.01

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 \$9,812.01 for which claim vouchers were audited and approved by the Plattsburgh Public Library Board at which such payments were duly authorized, at meeting held on 4/23/2024

Rebecca Fox President

Elaine Ostry Vice President

Board Basics: Board/Director Relationship

2 messages

Steven Kenworthy <skenworthy@cefls.org>
To: CEFDA <CEFDA@cefls.org>
Cc: CEFStaff <CEFStaff@cefls.org>

Mon, Mar 11, 2024 at 10:32 AM

THIS THURSDAY!!!! Please remind your Board Members to register if they haven't already.

Please share with your Board of Trustees.

As promised, here is a link to the registration for the online Trustee training, [Board Basics: Board/Director Relationship](#), which will be held **Thursday, March 14, 2024, at 6:00 PM** via Zoom. The session will last approximately one hour and will be recorded for later viewing if you are not able to attend on that evening. This will count for one hour of continuing education towards the statutory requirement of two hours of continuing education for Board members each year.

You are invited to a Zoom meeting.

When: Mar 14, 2024 06:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:
<https://cefls.org/board-basics>

After registering, you will receive a confirmation email containing information about joining the meeting.

Steve Kenworthy



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

Participating in the



**Sustainable
Libraries
Initiative**

Kristin Ridgway <ridgwayk@cityofplattsburgh-ny.gov>

Mon, Mar 11, 2024 at 10:55 AM

To: Ben Carman <carmanb@cityofplattsburgh-ny.gov>, Tamara Sutin <Sutin@verizon.net>, Caitlin Bopp <caitlin.bopp@gmail.com>, Rebecca Fox <rebeccafoxlaw@gmail.com>, LeAnn Yelton <yeltonleann@gmail.com>, Barbara Barry <barryb721@verizon.net>, Elaine Ostry <ostryem@plattsburgh.edu>, Seth Silver <silverss@charter.net>, Nick Dubay <nicholasdubay@gmail.com>, Jessamyn Neuhaus <neuhausj@plattsburgh.edu>

Just a reminder if you are able to make it!

Kristin Ridgway
Plattsburgh Public Library
19 Oak Street
Plattsburgh, NY 12901

BOARD OF TRUSTEE TRAINING

featuring Andy Robinson

Two training sessions will be held with Andy Robinson, who has had 40 years of experience working with nonprofits as a fundraiser, facilitator, trainer, and community organizer. The sessions will count towards continuing education for Board members. A light meal will be provided. Portions of the sessions will be recorded.

Wednesday, May 1

3:00 PM - 7:30 PM

Schroon Lake Public Library

Building a Board That Works

&

Building Your Group: How to Effectively

Recruit and Manage Volunteers

Thursday, May 2

9:30 AM - 2:00 PM

Plattsburgh Public Library

Building a Board That Works

&

The Nuts and Bolts of

Fundraising

To register, visit cefls.org/board-training

Friends of the Library Policy DRAFT

Purpose

The following will constitute an operating agreement between the Friends of the Plattsburgh Public Library (Friends) and the Plattsburgh Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Plattsburgh Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Parties agree that money received by the Friends should be used to support a Library branch and/or the Library system, and that those funds should supplement and not supplant public funding.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Plattsburgh Public Library

SUBJECT: Family Friendly Policy	
ADOPTED DATE:	REVISED DATE:
PREPARED BY:	ADMINISTRATIVE APPROVAL:
DEFINITIONS/ACRONYMS/ABBREVIATIONS: NYS- NEW YORK STATE NYSDOL- NEW YORK STATE DEPARTMENT OF LABOR INCLUSIVE LANGUAGE STATEMENT: Throughout this policy, several terms – breastfeeding, chestfeeding, nursing, and lactating – are used interchangeably to describe feeding human milk (from donor or birth parent). BREASTFEEDING/CHESTFEEDING: Breastfeeding, chestfeeding, human milk feeding, lactation and nursing will be used interchangeable to describe human milk (from donor or birth parent). BREAST PUMPS/PUMPING: Breast pumps/pumping also indicated chest pumps and expressing human milk	

1. Policy:

Plattsburgh Public Library is committed to complying with all applicable NYS and federal laws regarding chest/breastfeeding. *Plattsburgh Public Library* does not discriminate against any community member who chooses to chest/breastfeed.

2. Purpose:

Improving rates of optimal chest/breastfeeding is one of the most important ways to improve the health of children and families in the community. Chest/breastfeeding decreases the risk of maternal diabetes and cancers along with several preventable pediatric conditions, including obesity, Type II diabetes, pneumonia, and Sudden Infant Death Syndrome (SIDS) (2).

Plattsburgh Public Library is committed to the support of optimal chest/breastfeeding for all families in the community, especially marginalized and/or minoritized families. Achieving health equity, eliminating disparities, and improving the health of the community is one priority of this Family Friendly Policy.

3. Procedures:

To ensure that families are receiving the support needed while visiting *Plattsburgh Public Library*, the following procedures are set in place:

3.1 Staff Training – Upon hire and at least annually, this policy will be reviewed with staff and volunteer members of *Plattsburgh Public Library* to ensure consistency in support of chest/breastfeeding families.

3.1.1 Staff and volunteers will be educated about New York Law that permits parents to chest/breastfeeding wherever the parent is otherwise authorized to be.^{3.7.1}

3.1.2 Staff and volunteers will not ask any chest/breastfeeding parent to move, cover up, be more discreet, or stop chest/breastfeeding for any reason.

3.1.3 Staff and volunteers will be trained how to respond to comments from other community members.

3.2 Provide a welcoming atmosphere for chest/breastfeeding families – Pursuant to New York State law, chest/breastfeeding may be carried out wherever the parent is otherwise authorized to be, irrespective of whether or not the nipple of the chest/breast is covered during or incidental to the feeding.^{3.7.1} *Plattsburgh Public Library* will display stickers, window clings, signage, or artwork in a visible location to encourage chest/breastfeeding. Such items may include artwork depicting chest/breastfeeding, Chest/Breastfeeding Welcome Here signage, and other like items. Chest/Breastfeeding Welcome Here signage shall be next to welcome signs into *Plattsburgh Public Library* or in a similar prominent position. Additional signage shall be posted outside the entrance to restrooms along with directions to the lactation space.

3.2.1 Maintain and display a list of local lactation resources and other educational material in the lactation space. Available materials for display in lactation spaces may be retrieved from your county health department and are updated annually. (Attachments 1 & 2)

3.3 Lactation Space – Pursuant to New York State law, public buildings shall contain a lactation room that is made available for use by a member of the public to chest/breastfeed or express human milk.^{3.7.2}

3.3.1 This space should, at minimum, include the following:

- Be shielded from view;
- Be free from intrusion;
- A chair;
- A working surface (desk, small table, counter, or other flat surface);
- An electrical outlet (if the building has electricity).

3.3.2 If possible, a lockable door should provide entrance into the lactation space. If a lockable door is unavailable and cannot be installed, the lactation space must use a privacy screen/room divider to create a privatized space.

3.3.3 This space is made available to community members on a first-come first-served basis.

3.3.4 The space cannot be a restroom.

3.3.5 This space must be intended to be used for the primary purpose of chest/breastfeeding or for expressing human milk.

3.3.6 Maintenance of this space will be included in routine maintenance procedures for *Plattsburgh Public Library*. Disinfectant products will be available in the space for community members to disinfect after each use.

3.4 Non-discrimination agreement – No community member or client will be discriminated or retaliated against for chest/breastfeeding or expressing milk in public, irrespective of whether or not the feeding or expression of milk is shielded from view of other staff, volunteer, or community members.

3.5 References and Attachments

3.6.1 New York Civil Rights Chapter 6, Article 7, Section 79-E:

<https://www.nysenate.gov/legislation/laws/CVR/79-E>

3.6.2 New York Public Buildings Chapter 44, Article 5, Section 144:

<https://www.nysenate.gov/legislation/laws/PBB/144>

3.6.3 Attachment 1: Local Lactation Resource Guide

3.6.4 Attachment 2: Safe Storage of Human Milk

Clinton County Chest/Breastfeeding Resources for Families

Call your pediatrician's office first if experiencing difficulties!

Stanford School of Medicine
<http://bit.ly/3jseITc>

Chest/Breast Pump Videos
Health.ClintonCountyNY.gov

Medication and Lactation
www.MommyMeds.com

Trusted Websites

Kelly Mom Chest/Breastfeeding
www.KellyMom.com

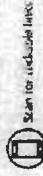
Chest/Breast Pump Vendors:

Edgepark Medical
www.EdgePark.com

AeroFlow Breast Pumps
www.AeroFlowBreastPumps.com

LLL International
www.llli.org

First Droplets
www.FirstDroplets.com



Clinic Setting

WIC
Health.ClintonCountyNY.gov
518-565-4830

Visit WICHelpNY.org to "Chat with Wanda" to see if you qualify for WIC.

UVMHN-CVPH
www.cvph.org

Newborn Nursery
518-562-7770

Lactation Clinic & Classes
518-562-7142 (days)

Trusted Groups

La Leche League
194 U.S. Oval, Plattsburgh
1st Monday each month
from 7pm-9pm
www.facebook.com/LLLPlattsburgh

La Leche League Leaders
Susan: 518-593-8752
Melissa: 518-570-1446

Nature's Way Baby Café *
194 U.S. Oval, Plattsburgh
2nd & 4th Thursday each month
from 10am-12pm
518-562-7142

Home Visiting

Healthy Families NY
www.bhsn.org
518-563-8000 x2184

Clinton County Health
Department's Family Health
Home Visiting Program
Health.ClintonCountyNY.gov
518-565-4848



Breastfeeding, Chestfeeding,
and Lactation Friendly New York

03/2024

Attachment 2: Safe Storage of Human Milk



Information for breastfeeding families

Storage and Handling of Breastmilk

Pumped breastmilk should be stored in the cleanest and safest way. It can be stored in any clean container: plastic, glass or nurser bags.

Recommendations for storage temperatures and times vary greatly from one authority to another. We are recommending guidelines based on research and common sense.

Room Temperature

Freshly pumped breastmilk can be kept at room temperature for 4 - 6 hours. If it will need to be kept longer, please refrigerate. Milk that has been previously chilled should be kept at room temperature for no longer than an hour or so.

Refrigerated

Breastmilk may be stored in a refrigerator 4-8 days. If you think that you may not use it within that time period, freeze it. If you find you have milk that has almost reached its expiration date in the refrigerator, you may freeze it for later use.

Frozen

Breastmilk may be stored in a freezer for up to 3 months and in a deep freeze for up to 12 months. The freezer is cold enough if it keeps your ice cream solid.

That will be about 0° F or -20° C. It should be placed in a part of the freezer that will not be subject to changes in temperature as the door is opened and closed. If plastic nurser bags are used, they should be doubled or protected from being bumped and torn in the freezer.



The information provided is intended solely for general educational and informational purposes only. It is neither intended nor implied to be a substitute for professional medical advice. Always seek the advice of your healthcare provider for any questions you may have regarding your or your infant's medical condition. Never disregard professional medical advice or delay in seeking it because of something you have received in this information. Feel free to duplicate per creative commons license CC BY-ND. Lactation Education Resources 2021

Layering Breastmilk

You may add "new" milk to previously chilled or frozen milk. Chill the "new" milk prior to adding it to the container of milk. The expiration date of that container of milk will be from the date of the original milk.

It is best to freeze milk in feeding-sized quantities. If you are just starting to pump, you may not yet have an idea of what will be the right size for your baby.

Freeze in 2-3 oz quantities to start. You don't want to thaw out more milk than your baby will take in 24 hours. You can always get more if necessary, but you will be dismayed if you have to discard pumped breastmilk. After you have some experience with how much your baby takes from a bottle, you can freeze milk in that quantity.

Thawed

Breastmilk can be thawed in lukewarm water in just a few minutes. Then it can be warmed to serving temperature in the same manner. Never make it warmer than body temperature. Never use a microwave to thaw or warm breastmilk. Discard any milk left in a bottle after a feeding. Thawed breastmilk must be discarded after 24 hours. Do not re-freeze it.



Transporting

Chill any milk that you pump at work either in a refrigerator or a portable cooler bag. A cooler bag can be used to transport the milk home.