



Regular Meeting
Plattsburgh Public Library
Board of Trustees
Tuesday, June 25, 2024
4:30 p.m.
Agenda

- I. Call to Order
- II. Public Forum
- III. *Approval of Minutes
- IV. Director's Report
- V. Committee Reports
 - a. A. Finance and Facilities
 - 1. *Approval of Bills
- VI. Old Business
 - A. Formation of Policy Committees for: Snow Day Policy, Trustee Bylaws, and Family Friendly Policy
 - B. Update from Committee on Relationship with Friends Policy
- VII. New Business
 - 1. Ramp Project Bid Results & Discussion
 - 2. Approval of Change in Salaries for Employees of PPL for July 1, 2024.
- VIII. Next Meeting – July 23rd
- IX. * 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
May 28, 2024

Call to Order:

The meeting was called to order at 4:32 pm by Rebecca Fox.

Trustees Present:

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

Trustees Excused:

Barbara Barry, Wanda Carroll

Representatives & Staff Present:

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

Public Forum:

No new information

Approval of Minutes:

On a motion by Nick Dubay, seconded by LeAnn Yelton, unanimously carried and passed, to accept the Regular Meeting Minutes of April 23, 2024.

Director's Report:

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

- RampProject - Pre bid meeting, AEDA said there was not a lot of interest in the bid, not many Contractors showed up.
- AC is active, though there is a leak in the system that we will need to fix, waiting on quote from Hyde-Stone.
- Construction grants for next year - heating and AC upgrades.
- Board Training in PPL was successful.

Finance and Facilities:

Approval of Bills:

On a motion by LeAnn Yelton, seconded by Seth Silver, unanimously carried and passed, to accept the abstract of bills – claims #4641-4680, in the amount of \$29,179.91.

Old Business:

Snow Day Policy

- Draft of new policy
- Formation of Committee

Approval of Formation of Committee for Snow Day Policy:

On a motion by Nick Dubay, seconded by Seth Silver, unanimously carried and passed, to create a committee for review and drafting of new policy. Calling for members of said committee through email.

Relationship with Friends Policy:

- Committee needs to be long standing and active while working with the Friends of the Library.
- Meeting set for Jun 26, 2024 with Friends of the Library.

Family Friendly Policy:

- Support for lactation space.

Approval of Accepting Family Friendly Policy:

On a motion by Nick Dubay, seconded by LeAnn Yelton, unanimously carried and passed, to pass the Family Friendly Policy pending correction under staff training.

New Business:

Trustee Education Opportunity:

- June 26, 2024 at 6 p.m.
- Zoom Meeting

Discussion of Ramp Project Options:

- Lowering the corner
- Possible Bench added, anchored potted plants, statue possibility.

Sending out Board Packets:

- Keep as currently done, sending Friday before the Board meeting.

Annual Report - Number of Trustees: :

- Range of Trustees, no fewer than 7, no more than 13, need to be addressed.
- Bylaws were last revised in 2016.
- Adding voting numbers to the bylaws.

Approval of Formation of Committee For Trustee Bylaws:

On a motion by Seth Silver, seconded by Nick Dubay, unanimously carried and passed, to create a sub committee to review and revise the Trustee Bylaws.

Next Meeting:

The next meeting will be held July 23 at 4:30 pm in the Auditorium of the Plattsburgh Public Library.

Adjournment:

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

Transcribed by Kristin Ridgway

LIST OF MOTIONS

Approval of Minutes:

On a motion by Nick Dubay, seconded by LeAnn Yelton, unanimously carried and passed, to accept the Regular Meeting Minutes of April 23, 2024.

Approval of Bills:

On a motion by LeAnn Yelton, seconded by Seth Silver, unanimously carried and passed, to accept the abstract of bills – claims #4641-4680, in the amount of \$29,179.91.

Approval of Formation of Committee for Snow Day Policy:

On a motion by Nick Dubay, seconded by Seth Silver, unanimously carried and passed, to create a committee for review and drafting of new policy. Calling for members of said committee through email.

Approval of Accepting Family Friendly Policy:

On a motion by Nick Dubay, seconded by LeAnn Yelton, unanimously carried and passed, to pass the Family Friendly Policy pending correction under staff training.

Approval of Formation of Committee For Trustee Bylaws:

On a motion by Seth Silver, seconded by Nick Dubay, unanimously carried and passed, to create a sub committee to review and revise the Trustee Bylaws.

Adjournment:

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

Plattsburgh Public Library Director's Report
June 2024 (Submitted to Board for June 25, 2024 PPL Board Meeting)
Ben Carman, Plattsburgh Public Library Director

Building, Grounds, & Safety

- We have freed up room for a second meeting room on the first floor and will be working on furnishing it with existing furniture and adding signage.
- Our annual HVAC changeover is complete.
- We have begun receiving furniture and items for our lactation space. It will be painted soon and signage will be added.
- Bids for our ramp replacement project were extended to June 18, and the project completion date was extended to November 15, to allow time for more contractors to bid.
- We are anticipating one proposal to lease the coffee bar space.
- Our 2024/2025 Construction Aid Intent to Apply was submitted to CEFLS for HVAC upgrades.

Collection, Programs, & Exhibits

- We hosted a princess storytime on Saturday, June 1 with members of the Adirondack Regional Theatre to help promote their production of "Little Mermaid" that brought in 50+ children and adults. Many thanks to our page Allie for suggesting this collaboration!
- We will begin a series of programs in coming months called "The Swap," a free exchange where participants can exchange items of interest. We will start with a book swap next month, and will plan future swaps for art and craft supplies, Halloween costumes, and other items.
- Our participation with area museums continues. We have purchased two new discount passes for the Wild Center, and also have current passes for several other museums.

Funding & Fundraising

- We have applied for the Lake Placid Education Foundation grant (Adirondack Foundation) to fund technology updates including new computers and auditorium A/V equipment.

Professional Development, Marketing, & Outreach

- Sarah Spanburgh and I attended the ADK Foundation Social Safety Network workshop on June 11. This was a great opportunity to reconnect with other area organizations providing human/social services.
- Our NYLA presentation proposal was accepted! Sarah and I will be presenting on "Streamlining Your Summer Reading Program" at NYLA in Syracuse this November.

Respectfully submitted by Ben Carman, Library Director

Plattsburgh Public Library Director's Report
June 2024 (Submitted to Board for June 25, 2024 PPL Board Meeting)
Ben Carman, Plattsburgh Public Library Director

Building, Grounds, & Safety

- We have freed up room for a second meeting room on the first floor and will be working on furnishing it with existing furniture and adding signage.
- Our annual HVAC changeover is complete.
- We have begun receiving furniture and items for our lactation space. It will be painted soon and signage will be added.
- Bids for our ramp replacement project were extended to June 18, and the project completion date was extended to November 15, to allow time for more contractors to bid.
- We are anticipating one proposal to lease the coffee bar space.
- Our 2024/2025 Construction Aid Intent to Apply was submitted to CEFLS for HVAC upgrades.

Collection, Programs, & Exhibits

- We hosted a princess storytime on Saturday, June 1 with members of the Adirondack Regional Theatre to help promote their production of "Little Mermaid" that brought in 50+ children and adults. Many thanks to our page Allie for suggesting this collaboration!
- We will begin a series of programs in coming months called "The Swap," a free exchange where participants can exchange items of interest. We will start with a book swap next month, and will plan future swaps for art and craft supplies, Halloween costumes, and other items.
- Our participation with area museums continues. We have purchased two new discount passes for the Wild Center, and also have current passes for several other museums.

Funding & Fundraising

- We have applied for the Lake Placid Education Foundation grant (Adirondack Foundation) to fund technology updates including new computers and auditorium A/V equipment.

Professional Development, Marketing, & Outreach

- Sarah Spanburgh and I attended the ADK Foundation Social Safety Network workshop on June 11. This was a great opportunity to reconnect with other area organizations providing human/social services.
- Our NYLA presentation proposal was accepted! Sarah and I will be presenting on "Streamlining Your Summer Reading Program" at NYLA in Syracuse this November.

Respectfully submitted by Ben Carman, Library Director

Claim #	Code	Vendor Name	Object of Expense	To Be Encumbered	Expended	Total
0-3000 Capital Outlay						
4681	AEDA		June Contract Design Svcs	4,325.00		4,325.00
0-4330 Technical Materials & Supplies						
4682	Amazon		Broken Money Book	34.40		
4683	SymqQuest		Children's Computer	1,280.00		
4684	Baker & Taylor		Misc. Book Invoices - May	256.91		
4685	Midwest Tape		Misc A/V Invoices - May	1,746.72		3,318.03
0-4340 Building & Grounds Supplies						
4686	Amazon		Misc Bldg Supplies May	247.74		
4687	ATIS		QEI Inspection	775.00		
4688	Ben Carman		Reimbursement for Bldg Sup	61.46		
4689	Commercial Sales		Misc. Janitorial Supplies - Ma	187.52		
4690	NYSEG		Electric	34.36		1,306.08
0-4350 Office Supplies						
4691	Staples Business		Misc. Office Supplies - May	157.91		157.91
0-4411 Electricity						
4692	City of Plattsburgh		Electricity Chrges - May		787.82	787.82
0-4412 Water						
4693	City of Plattsburgh		Water Charges - May		293.20	293.20
0-4413 Sewer						
4694	City of Plattsburgh		Sewer Charges - May		116.26	116.26
0-4414 Telephone						
4695	Firstlight Fiber		Phone Charges - May		396.72	
4696	Symquest		Support Billing #1865504		10.42	
4697	Symquest		Inv 189000 All Depts		27.50	
4698	Symquest		Support Billing April 2024		170.81	
4699	Symquest		Inv 1889293 Safety Net - May		423.54	
4700	Symquest		Safetynet Defender - May		491.16	
4701	Symquest		Safetynet Managed - May		1,213.94	2,734.09
0-4430 Contracted Services						
4702	Chimera Intergration		Eagle Eye	1,080.00		
4703	Symquest		Deep Freeze 3 Yr Plan	1,936.00		
4704	No. Co. Cleaners		Janitorial Svcses - May	1,375.00		4,391.00
0-4431 Printing & Copying						
4705	Konica Minolta		Copier Lease Fee - May (Public & Staff Copiers)		190.37	
4706	Konica Minolta		Copier Lease Fee - overage (Public & Staff Copiers)		70.46	
4707						
4708	Symquest		Inv 1885398 Coverage 3/14		10.93	
4709	Symquest		Overage		8.11	

4710	Symquest	Contract Payment Childrens		25.19	
4711	Symquest	Feb Overage		7.36	
4712	Symquest	Contract Payment		190.37	
4713	Symquest	Feb Overage		46.45	
4714	Symquest	Printers 4/14-5/13		13.38	
4715	Symquest	Invoice 1905220 Overage		10.37	572.99
0-4432 Programming					
4716	Amazon	Summer Reading Supplies	429.82		429.82
0-4451 Repairs to Bldg					
4717	Hyde-Stone	Steam Traps	1,064.00		
4718	Hyde-Stone	Seized Blowers	2,483.04		3,547.04
TOTAL:			\$17,474.88	\$4,504.36	\$21,979.24

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 \$21,979.24 which is for which claim vouchers were audited and approved by the Plattsburgh Public Library Board at which such payments were duly authorized, through an email polling on 6/25/2024

Rebecca Fox
President

Elaine Ostry
Vice President

**BYLAWS
PLATTSBURGH PUBLIC LIBRARY
19 OAK STREET
PLATTSBURGH, NEW YORK**

ARTICLE I – NAME AND AUTHORIZATION

The name of this corporation is the Plattsburgh Public Library existing by virtue of the provisions of New York State Education Law and by Permanent Charter #1453 granted by the Board of Regents of the University of the State of New York on July 1, 1901, hereinafter referred to as “the Library”.

The corporation shall consist of the Board of Trustees hereinafter referred to as “the Board”; its principal offices and library collections located at 19 Oak Street, City of Plattsburgh, County of Clinton, and State of New York.

ARTICLE II – PURPOSE

The purpose of the Library is to provide public library service to the residents, businesses and governing officials of the City of Plattsburgh. In addition, the Library has been designated the central library of Clinton-Essex-Franklin Library System and as such, provides similar public library services to residents of Clinton, Essex and Franklin Counties.

The purpose of the Board of the Library is to supervise management of the Library; to appoint and evaluate a Director and management personnel to manage the daily operation and affairs of the Library and grant him/her the powers necessary to do so; to exercise fiscal responsibility for the Library; and to formulate Library policy.

ARTICLE III – BOARD OF TRUSTEES

Section 1 – Composition

The Library shall be governed by the Board. In accordance with the Charter, granted to the Plattsburgh Public Library by the Board of Regents of the University of the State of New York, the Board of Trustees shall be composed of not less than seven (7) and not more than thirteen (13) trustees.

Section 2 – Duties of the Board of Trustees

The responsibilities of the Board are to appoint an academically and professionally qualified Director who is equal to the demands of the situation; to determine the policies of the Library and to ensure that policies are carried out; to promote the services of the Library; and to secure adequate funds from the City of Plattsburgh and other agencies and/organizations for the operation of the Library.

Section 3 – Duties of Trustees

Attendance is expected at all regular meetings of the Board by Trustees. Requests to be excused from meetings shall be submitted in advance to the President of the Board, or his or her designee. Trustees will serve their role as a member of the Board in conformity with policies adopted by the Board in regard to conflict of interest and ethics.

Section 4 – Selection of Trustees and Terms of Office

The Mayor of the City of Plattsburgh shall elect each trustee with the consent of the Common Council of the City of Plattsburgh. Trustee term of office will be five (5) years.

The Board of Trustees may recommend individuals to the Mayor of the City of Plattsburgh and to the Common Council for membership on the Board.

These Trustees must be residents of the City of Plattsburgh and at least eighteen (18) years of age as of the date of appointment and maintain residency throughout their term thereafter. Neither current employees, nor former employees, of the Library shall be eligible for election to the board.

If a member is elected to serve an unexpired term of office, it shall not be considered a full term of office. Therefore, the Trustee may serve two additional terms. No trustee having served two (2) consecutive terms of five (years) each shall be eligible for re-election to the Board of Trustees.

Section 5 – Vacancies and Removal

In accordance with New York State Education Law §226(4), any Trustee who is absent for three (3) consecutive meetings without excuse accepted as satisfactory by the Board shall be deemed to have resigned and the vacancy shall be filled in accordance with the provisions in Section 4 Selection of Trustee and Terms of Office herein.

Should a trustee resign or die prior to the expiration of his/her term, the Trustee vacancy will be filled in accordance with the provisions of Section 4 Selection of Trustees and Terms of Office herein.

The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusing or failing to carry into effect the library's educational purpose. In the event information is brought forward that a Trustee is engaged in behavior(s) that suggest that he/she should be removed from the Board, he/she may be subject to a removal hearing conducted by the Board in a Special Meeting called for that purpose upon at least ten (10) days notice specifying the time and place of such hearing and a description of the allegations.

The President shall preside over such meeting as he/she would over any other Board meeting. He/she will appoint someone to present the substance of the allegations and the proof thereof and the Trustee will be permitted a full and fair opportunity to respond.

Such a hearing is not a hearing on the record. Each Trustee shall have one vote. A majority vote of those in attendance at any meeting shall carry the motion; a tie vote shall lose a motion. The President, or presiding officer, shall have a vote on all motions. Such hearing is not open to the public.

At the close of the hearing, if there is a determination that the Trustee is subject to removal, a resolution in public session will be moved to a vote for the Trustee to be removed from office.

Section 6 - Conflicts of Interest

No member of the Board of Trustees, nor the Director, nor any member of their immediate families shall personally benefit financially from any transaction made by or on behalf of the Library.

Section 7 – Resignation

A Trustee may resign at any time by giving a written notice of resignation to the President of the Board. Unless otherwise specified in the notice, the resignation shall take effect upon its receipt, and the acceptance of the resignation shall not be necessary to make it effective.

ARTICLE IV – MEETINGS

Section 1 - Place and Time of Board Meetings

The Board will conduct regular monthly meetings at a time and place as called by the President.

Section 2 - Regular Annual Meeting

The Board shall conduct an annual meeting during its regular meeting to be held during the month of February at which Board officers shall be elected. Board Offices for the Library shall consist of the office of President, Vice President and Secretary.

Section 3 – Special Meetings

Special meetings of the Board may be called by the President or by the written request of one-third (1/3) of the Trustees in office.

Section 4 – President

At all meetings of the Board, the President shall act as the chairperson and shall preside over the meeting. However, in his/her absence, the Vice-President or designated Trustee shall preside.

Section 5 - Freedom of Information & Public Notice

In accordance with Chapter 260-a of the New York State Education Law and Article VII of the Public Officers Law, the Board acknowledges its obligations to conduct open Board meetings and to publicly announce its meetings. With the exception of special meetings, public notice of the time and place of a Board meeting shall be given to the public and news media at least one week before such meeting.

Section 6 – Voting and Quorum of Trustees

A quorum shall constitute one-half (½) of Trustee seats filled, plus one (1), to conduct a meeting for the transaction of business.

Each trustee shall have one vote. A majority vote of those in attendance at any meeting shall carry any motion; a tie vote shall lose a motion. The President, or presiding officer, shall have a vote on all motions.

Section 7 - Notice of Board Meetings, Adjournment

Regular meetings of the Board may be held with seven (7) days written notice at such time a majority of the Trustees present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all Trustees who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Trustees.

Section 8 – Records of the Board of Trustees

All records of the Library and the Board, including Board minutes, shall be maintained in a designated and secure office of the Library.

ARTICLE V – OFFICERS

Section 1 - Offices, Election, Term

All officers shall be elected at the Annual Meeting of the Board and shall be as follows: President, Vice-President, and Secretary. The Treasurer is, by law, the City Chamberlain and an ex-officio member of the Board. All officers shall be elected to hold office until the next Annual Meeting of the Board. Each officer shall hold office for the term of one year for which he/she is elected or until his/her successor has been elected. Successor officers may be elected at a special meeting of the Board as deemed necessary by the Board. All officers shall have duties, powers and functions as hereinafter provided.

Section 2 – President

The President shall serve as chairperson of the Board; and he/she shall preside at all meetings of the Board. He/she shall execute all authorized deeds, instruments, documents, and contracts on behalf of the Library and in its name, all of which shall be binding upon the Library. He/she shall notify the Mayor and Common Council of any vacancies on the Board. The President, upon consent of the Trustees, is authorized to appoint and remove committee members to committees created by the President.

Section 3 – Vice-President

During the absence of the President, the Vice-President shall have all the powers and functions of the chairperson.

Section 4 – Secretary

The duties of the Secretary shall be to ensure that a true and accurate account of the proceedings of all Board meetings is properly maintained. If so designated by the Secretary, the Administrative Assistant to the Director shall take the official minutes of each Board meeting. All minutes and records of this Board shall be housed in the Library.

Section 5 – Treasurer

The duties of the Treasurer, who shall be the City Chamberlain as required by law, shall be to maintain custody of all Library funds, including special funds as well as local tax appropriations; to disburse such funds upon the receipt of properly authenticated vouchers approved by the Director and the Board; and to submit to the Board an annual report at year end.

ARTICLE VI – COMMITTEES

Section 1 – Committees

The President shall have the power to appoint committees as needed. The President, upon consent of the Trustees, is authorized to appoint and remove committee members.

Section 2 – Executive Committee

The Board may designate from among its members an Executive Committee consisting of at least five (5) Trustees for the transaction of routine business.

ARTICLE VII – DIRECTOR

The Director of the Library shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the Library's

services to the public; for the operation of the Library under the financial conditions set forth in the annual budget.

The Director shall be considered an ex-officio officer of the Board and shall take part in their deliberations but shall have no vote. The Director will offer professional and technical advice to members of the Board. The Director shall attend all board meetings (except those at which his/her appointment or salary is to be discussed). Should the Director be unable to attend a board meeting, his/her designee shall attend and take part in board deliberations.

ARTICLE VIII – SURETIES AND BONDS

Where the Board shall so require, any officer or agent of the Library requested shall execute to the Library a bond in which such surety or sureties as the Board may direct in an amount specified by the Board shall be delivered conditioned upon the faithful performance of his/her duties to the Library, and including full responsibility for negligence, malfeasance and accounting for all property, funds or securities of the Library which may come into his/her hands.

ARTICLE IX – INDEMNIFICATION

Every Trustee, officer, Director and staff member of the Library shall be indemnified by the Library to the fullest extent that such indemnification may be lawful under the New York Not-For-Profit Corporation Law and New York State Public Officers Law §18. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

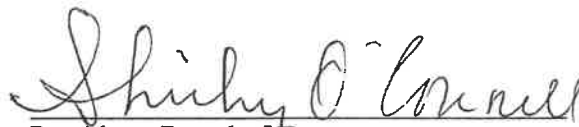
ARTICLE X – CONSTRUCTION

If there be any conflict between the provisions of the Library Charter and these Bylaws, the provisions of the Charter shall govern.

ARTICLE XI – AMMENDMENTS

The Bylaws may be adopted, amended, or repealed at any regular meeting of the Board with a quorum present and a two-third (2/3) vote of the Trustees.

Revised and Adopted March 22, 2016



President, Board of Trustees



Vice-President, Board of Trustees