Plattsburgh Public Library
Board of Trustees
Regular Meeting Minutes
Sep 22, 2026 4:30 PM

Call to Order
The meeting was called to order at 4:31 PM by President Rebecca Fox.

Trustees Present
Rebecca Fox, Chase Chen, Elaine Ostry, Nick Dubay, Barbara Barry, Lori Neuhaus, Wanda Carroll, Allison Heard

Trustees Excused
Seth Silver

Representatives & Staff Present
Ben Carman, Library Director
Sarah Spanburgh, Assistant Library Director
Betsy Smith, AFSCME Representative
Sherry Silcio, Principal Clerk & AFSCME Representative
Jennifer Tallon, Plattsburgh City Council Liaison

Public Present
Meghan Rini

Public Forum
Betsy Smith gave an update on the ongoing contract negotiations. A meeting between the union and administration is set for 9/23.

Approval of Minutes
Minutes from the meeting of August 25, 2026 were reviewed and approved with a motion made by Elaine Ostry and seconded by Nick Dubay. Motion carried.

Director's Report
Library Director Carman submitted a written report. The report was reviewed by the Board. Ben went into detail about the state's construction aid application; due to timing with the

energy study, HVAC replacement is being pushed to the next funding cycle and he will be pursuing the necessary update to the fire control panel first.

A motion was made to approve the updated construction aid request and authorize the expenditure for the fire panel upgrade by Elaine Ostry and seconded by Chase Chen. Motion carried.

Director Carman also updated the board on the change to Control Technologies, Inc. to service the library's HVAC system in the future. CTI has also done the required update on the discharge valve on the boiler. Other building repairs will include replacing the second-floor window, which lost a recent battle with the wind. The wind also prevailed at the Battle of Plattsburgh commemoration, where Jen Stone was forced into an early retreat.

Ben introduced Meghan Rini to the board as a community member and library supporter as a potential future board member.

Oath of Office/Vote Ratification - Wanda Carroll

Wanda Carroll took the oath of office, administered by President Rebecca Fox. A motion was made to ratify the actions taken by the Board at the August 25, 2026 meeting in which Wanda Carroll participated by Nick Dubay and seconded by Elaine Ostry. Motion carried.

Committee Reports

- **Finance Committee**
  There was no finance committee meeting.
    - **Approval of Budget Transfers**
      There were two transfers requested from the fund balance. A transfer of $5,000 to Contracted Services to cover legal fees for contract negotiations and a transfer of $2,000 to Repairs to Building to cover AC repairs. A motion to approve these transfers was made by Allison Heard and seconded by Barbara Barry. Motion carried.
    - **Approval of Bills**
      Bills for August 2026 were presented. A motion to approve the bills was made by Wanda Carroll and seconded by Elaine Ostry. Motion carried.
- **Community Engagement & Development Committee**
  No update.

- **Policy Committee**
  Nick has received policies for review from Ben Carman.

Old Business

- As far as Board member recruitment goes, we are happy to report we have a few interested parties and feel prepared for any potential changes coming our way.

New Business

- Approval of the Cash Management Policy was deferred to a future meeting.
- A reminder to all trustees about training opportunities was given and Ben will forward to the board links to different qualified trainings.
- The November meeting will be a week early (11/17) due to the holiday and is also the last board meeting of the year.

Executive Session

A motion was made to go into executive session to discuss ongoing union contract negotiations by Nick Dubay and seconded by Elaine Ostry. Motion carried.

A motion was made to come out of executive session by Nick Dubay and seconded by Wanda Carroll. Motion carried. No action was taken.

Next Meeting

The next regular meeting is scheduled for October 27, 2026, at 4:30 PM at the Plattsburgh Public Library auditorium.

Adjournment

A motion to adjourn was made by Nick Dubay and seconded by Wanda Carroll. The meeting was adjourned at 5:50 PM.

Respectfully submitted by Sarah Spanburgh, Assistant Library Director