

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 22, 2026

Trustees Present

- Sean Eagleton
- Mayra Fana
- Patricia Ferrer
- Moira Fitzgibbons
- Jonathan McPhee
- Sheila Newman
- Deborah Nichols
- James Nurre
- Patricia Ryan
- Sophia Sciacca
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Gary Killmer, Network Analyst
- Tom Lawrence, Library Director
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Shelby Outwater, Human Resources Officer
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)

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FPPLD Representatives Present

- Norma Vazquez, President

CSEA Representatives Present

- Susan Minard
- Caroline Moore
- Danielle Smith
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I. Call to Order, Roll Call, Additions to the Agenda

- **Call to Order:** At 7:00 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Newman arrived at 7:06pm and Trustee McPhee arrived at 7:10pm
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Sciacca, Eagleton.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Presentations: Auditor Michael Prentice from the EFPR Group presented the 2025 Financial Statements, Supplementary Information and Independent Auditors' Report, answering questions after his presentation. Some discussion ensued.

IV. Approval of Previous Record/Meeting(s)

A. March 25, 2026 (PPLD Document #042226 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 25, 2025.
- **Moved/Seconded:** Sciacca, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. March 2026 Financial Activity Report (PPLD Document #042226 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2026 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Newman
- **Discussion:** Gillis reported on: 2025 fiscal report, tax revenue, support from The Friends, PILOT payment, Special Revenue Fund receipts with the Wojtecki account.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042226 – 2.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:

Vouchers 73900 to 74364 in Warrant 20260423 totaling \$333,036.79

And that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 74133 to 74179 in Warrant 20260409 totaling \$8,152.00

- **Moved/Seconded:** Nurre, Fana.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month’s Warrant Review:** McPhee and Spuhler.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #042226 – 3.1.X)

- Lawrence reported on: The Book Festival; appreciation for volunteers; Orangeboy GIS software; Civic Plus; WOW books; Ingram transition challenges; plans to accept bids for Adriance dome repair; front steps needing repair; Freedom Walk through Poughkeepsie; youth services changes; demand for Rover; popularity of FLIP service; and Beth’s Rover presentation at SENYCON.

B. President’s Report

- President Fitzgibbons thanks Rebecca and her team for all their hard work. She would also like to recognize National Library Week by expressing her profound gratitude to the entire staff for everything they do.

C. Board Committee Reports (PPLD Document #042226 – 3.2.X)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions about: Staff Conduct Policy; Trustee Election petitions circulating; Bylaws; Trustee Ferrer looking into translating public facing policies into Spanish.
2. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: Staff Conduct Policy; personnel matters; the organizational assessment; and the Assistant Library Director position.
3. **Planning Committee:** Chairperson Ferrer reported on committee discussions about the Strategic Plan with manager participation.

- D. Friends of PPLD:** President Vazquez reported on: March sales, sales to dealers; number of customers; April sale; sale of book signed by Toni Morrison; May sale; private collections; cookies to PPLD staff for National Library Week; donating books to Rip Van Winkle house; May 13 hosting Original Friends meeting; donated books from private collection; the Mah Jongg tournament on May 16; introducing Moira Fitzgibbons at an event.

VII. Board Action

A. Personnel Actions: (PPLD Document #042226 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name	PPLD Employee Number	Current Civil Service Title	Current Civil Service Pos. #	New Civil Service Title	New Civil Service Pos. #	Type of Action	Effective Date(s)	Salary
Gary Appenauer	4855	Account Clerk (FT)	217	NA	NA	Correction to Probationary Appointment	4/13/2026	NA
Anne Messley	4805	Librarian I (FT)	89	NA	NA	Resignation	5/29/2026	NA
Confidential	4845	<i>Confidential</i>				FMLA	4/13/2026-5/15/226	NA

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy: Staff Conduct (PPLD Document #042226 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed Policy #4102 – Staff Conduct as draft in PPLD Documents #042226 – 5A.
- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** Lawrence noted recent changes to the policy.
- **VOTE:** 10 – 0 – 0

2. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #042226 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2025 Annual Report for Public and Association Libraries (PPLD Documents #042226 – 6A).
- **Moved/Seconded:** Ferrer, Nurre.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

3. Authorization to Sign Contract: CivicPlus (PPLD Document #042226 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign an agreement with CivicPlus under the terms described above.
- **Moved/Seconded:** Eagleton, Newman.
- **Discussion:** Lawrence spoke about the benefits of CivicPlus.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: Trustee McPhee wants to extend gratitude for all the work the PPLD does, the lives we touch, the imaginations we spark, not just from us on the fiduciary side but to the Director and staff and all the people who make this amazing institution what it is. I'm grateful personally but also on behalf of all those who might not get a chance to say thank you for what you do. Thank you for what you do.

B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 7:53pm p.m.

The next regular monthly meeting of the Board of Trustees will be Tuesday, May 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District