

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of May 27, 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
- 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)

FPPLD Representatives Present

- Norma Vazquez, President

CSEA Representatives Present

- Hannah Ricottilli
- David Rudin
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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:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Newman, Ferrer.
- **VOTE:** 11 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Presentations: Michele Muir & Beth Vredenburg gave an update on Rover’s activities and recommendations for the future. Discussion ensued.

IV. Approval of Previous Record/Meeting(s)

A. April 22, 2026 (PPLD Document #052726 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 22, 2025.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

V. Approval of Financial Actions

A. April 2026 Financial Activity Report (PPLD Document #052726 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2026 Financial Activity as presented.
- **Moved/Seconded:** Newman, McPhee.
- **Discussion:** Gillis reported on: closure of the 2025 fiscal year; repayment of inter account and fund loans; PILOT payment received; 1st quarter Special Revenue expenses. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #052726 – 2.1)

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

Vouchers 74200 to 74685 in Warrant 20260528 totaling \$172,955.22

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

Vouchers 74430 to 74543 in Warrant 20260514 totaling \$132,941.08
Voucher 74214 in Warrant 20260427 totaling \$11,267.26

- **Moved/Seconded:** McPhee, Spuhler
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Next Month's Warrant Review:** Ryan and Fitzgibbons.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #052726 – 3.1.X)

- Lawrence reported on: Amazon; CivicPlus trainings; request for bids to repair dome; funding request to pay for repair; Community Schools program; work on Strategic Plan; Nominating petition issue; possible changes to library card practices for children; and statistics.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #052726 – 3.2.X)

1. **Finance:** Chairperson Ryan reported on committee discussions about: the audit; petty cash; bad debt; and the Greene Fund.
2. **Planning Committee:** Chairperson Ferrer reported on committee discussions about the Strategic Plan.

D. Friends of PPLD: None.

VII. Board Action

A. Personnel Actions: (PPLD Document #052726 – 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
Hannah Ricottilli	4847	Librarian II (FT)	38	NA	NA	End of probation	11/2/2025	NA
Trina Blomquist-Martinez	4774	Senior Account Clerk (PT)	65	Senior Account Clerk (HELPS) (Hrly)	306	Reclassification	5/1/2026-5/29/2026	NA
Trina Blomquist-Martinez	4774	Senior Account Clerk (HELPS) (Hrly)	306	Senior Account Clerk (HELPS) (FT)	TBD	Reclassification	6/1/2026	NA
Confidential	4845	-	-	-	-	FMLA	5/18/2026-6/12/2026	NA

- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Outwater explained each of the actions.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Rescinding of Policy: Petty Cash (PPLD Document #052726 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District rescinds PPLD Policy #2111 – Petty Cash, effective immediately.
- **Moved/Seconded:** Spuhler, Nurre.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

2. Central Library Services Aid – 2025 Expenditure Report and 2026 Application (PPLD Document #052726 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2026 Central Library Services Aid budget, as detailed in PPLD Document #052726 – 6A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Newman, Ferrer.
- **Discussion:** Lawrence explained the necessity of this action. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

3. Authorization to Write Off Bad Debt (PPLD Document #052726 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off all patron bad debt accumulated through December 31, 2018 totaling \$74,825.24 as reflected in PPLD Document #052726 – 7A.
- **Moved/Seconded:** Ferrer, Spuhler
- **Discussion:** Trustee Ryan explained the purpose of this action. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

4. Approval of New Policy: School Tutors (PPLD Document #052726 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed Policy #1205 – School Tutors, as reflected in PPLD Document #052726 – 8A.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Trustee McPhee explained the need for this policy. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

VIII. Open Comment

A. **Board Comment:** None.

B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Time of Adjournment:** 8:17 p.m.

The next regular monthly meeting of the Board of Trustees will be Tuesday, June 24, 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