

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 23, 2026

Trustees Present

- ☐ Sean Eagleton
- ☒ Mayra Fana
- ☒ Patricia Ferrer
- ☒ Moira Fitzgibbons
- ☒ Gretchen Lieb
- ☒ Jonathan McPhee
- ☒ Sheila Newman
- ☒ 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

- ☒ Jeffrey Giancarlo
- ☒ Lance Masilungan
- ☒ Hannah Ricottilli
- ☐

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:** Ten (10) Trustees were present at time of roll call. Trustee Newman was present virtually and able to vote after the Authorization to Waive Article II was passed.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Sciacca, McPhee.
- **VOTE:** 9 – 0 – 0

II. Authorization to Waive Article II, Section 6 of the By-Laws (PPLD Document #092326 – A)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District waives Section II, Article 6 of the By-Laws of the Board of Trustees of the Poughkeepsie Public Library District for its meeting of September 23, 2026.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

III. Public Comment on Agenda Items: None.**IV. Presentations:** None**V. Approval of Previous Record/Meeting(s)****A. August 26, 2026 (PPLD Document #092326 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 26, 2026.
- **Moved/Seconded:** Nurre, Lieb.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

VI. Approval of Financial Actions

A. August 2026 Financial Activity Report (PPLD Document #092326 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2026 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** Gillis reported on Local Library Services Aid, a donation received, the movement of the Levinsohn & Slonaker Funds to the Special Revenue Fund, and budget modifications.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092326 – 2.1)

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

Vouchers 75200 to 75544 in Warrant 20260924 totaling \$279,034.44

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

Vouchers 75410 to 75429 in Warrant 20260909 totaling \$7,033.46

- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** Ferrer and Spuhler.

VII. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092326 – 3.1.X)

- Lawrence reported on: Staff Development Day; staff survey; the Strategic Plan; Imagination Library; Donations; Dolly Day 9/25; moving to paper registration at least temporarily; donut dispute; Dome project; Big Read; next year's Big Read – The First Ladies by Marie Benedict & Victoria Christopher Murray; and the Yiddish Book Club grant.
- Killmer shared about: the migration to Microsoft 365; new website provider; upgrading the camera system; a new 3D scanner for our FLIP service; and digitizing audio cassettes.

B. President's Report: President Fitzgibbons went to the Friend's Board Meeting in September.

C. Board Committee Reports (PPLD Document #092326 – 3.2.X)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions about: developing policies about creating, advertising and running programs as well as a policy for challenges to programs similar to our policy for challenges to materials; District use of AI policy; and modification of By-Laws to allow remote participation in certain circumstances.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on utilities consumption and the need for a new audit firm.

D. Friends of PPLD: President Vazquez reported on: the September Sale; the October sale on transportation and cookbooks; the Holiday sale; closing the book barn from 11/9 – 11/30; amending the By-Laws in October, establishing a scholarship for Poughkeepsie High School; the Golden Gathering on 9/26; and work on the Annual Appeal.

VIII. Board Action

A. Personnel Actions: (PPLD Document #092326 – 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
Susan Sciacca	4763	Senior Library Clerk (PT)	108	-	-	Retirement	10/24/2026	-
Brendan Gibbons	4781	Page (PT)	134	Library Clerk (PT)	16	Probationary Appointment	10/19/2026	\$23.96/hr

Yvonne Nunez-Martinez	4854	Library Assistant (Sp. Speaking) (FT)	288	-	-	Resignation	9/26/2026	-
Yvonne Nunez-Martinez	4854	Library Assistant (Sp. Speaking) (FT)	305	-	-	Probationary Appointment	9/27/2026	\$60,566/yr Step 1
Patricia Scully	4776	Library Clerk (PT)	63	-	-	Permanent Appointment	10/4/2026	-
Gary Appenauer	4855	Account Clerk (FT)	217	-	-	Permanent Appointment	10/11/2026	-
Shelby Outwater	4856	Human Resources Generalist (HELPS) (FT)	307	Human Resources Generalist (FT)	303	Permanent Appointment	10/20/2026	\$82,000/yr
Confidential	4836	-	-	-	-	FMLA	8/26/2026 – 12/31/2026	-

- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Outwater explained each of the actions. Trustee Sciacca is related to one of the people noted in the actions.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Authorization to Sign Electricity Supply Agreement (PPLD Document #092326 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Library Director to sign the contract for electricity supply as described in PPLD Document #092326 – 5A.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Gillis explained that this action renews our existing municipal supply that is expiring and locks in our rate for the four years.
- **VOTE:** 10 – 0 – 0

2. Appointment of Auditor (PPLD Document #082626 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District appoint the firm of Bonadio & Co., LLP (Albany, NY) to conduct the annual Library District audit for fiscal years 2026 for \$18,000, 2027 for \$18,750 and 2028 for \$19,500, (all fees inclusive).
- **Moved/Seconded:** Sciacca, Ryan.
- **Discussion:** Gillis explained the process she followed to decide which applicants to present to the Finance Committee.
- **VOTE:** 10 – 0 – 0

IX. Open Comment

A. Board Comment: None.

B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Spuhler, Ferrer
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:04 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 28, 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