

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of December 22, 2021

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Edna Lyons
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Karen Blovat, Head of Borrower & Tech Serv.
- Janet Bogenschultz, Asst. to the Director
- Gareth Davies, Development Officer
- Alison Francis, Youth Outreach Coordinator
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)**FPPLD Representatives Present**

- Liz Murphy, President

I. Call to Order, Roll Call, Additions to the Agenda

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Spuhler, Ryan.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. November 17, 2021 (PPLD Document #122221 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 17, 2021.
- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. November 2021 Financial Activity Report (PPLD Document #122221 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2021 Financial Activity as presented.
- **Moved/Seconded:** Lyons, Eagleton.
- **Discussion:** Lynch highlighted a change in one of the funds.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #122221 – 2.1)

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

Vouchers 61718 to 61993 in Warrant 20211223 totaling \$177,925.12

And that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants, post facto:

Vouchers 67716 to 61831 in Warrant 20211216 totaling \$13,111.28

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #122221 – 3)

- Lawrence reported on the Boardman waste water project, the upcoming installation of a new meter, support for the new branch received from Assemblymember Jacobsen's office, the Dutchess County Agency Partner Literacy Reading Grant, and challenges scheduling the opening of the new branch.
- Blovat discussed her department's involvement in outreach, processing books for the new branch, and Vega testing.
- Thompson spoke about public reaction to the new masking requirement, and a seasonal slowdown of programming.
- Lynch reported on the Human Resources work in the Business Office.
- Sullivan discussed mask compliance and progress with the new branch.
- Torres mentioned the seasonal slowdown of programming, the participation in the programs that are occurring, and the Pop-Up teen room at Boardman.
- Francis spoke about outreach challenges and opportunities, ideas for the future, and work on arranging bussing for children.
- Vredenburg reported on progress with the new branch, progress on the waste water project at Boardman, the teens at Boardman, and plans for Rover beginning in January.
- Lamanna talked about the support given to the recent DCSPCA drive.

B. President's Report: President Blazek thanked retiring Trustee Lyons and Trustee Bombardieri for their hard work on behalf of the library.

C. Board Committee Reports (PPLD Document #122221 – 3.3)

1. **Finance Committee:** Chairperson Ryan summarized committee discussions budget revisions, the need for an executive session, fines, donor cultivation, and pilot payments. Lawrence reported on the status of the arbitration, and tax money that was refunded to the Town of Poughkeepsie. Some discussion ensued.

D. Friends of PPLD: In President Murphy's absence, President Blazek reported on the Annual Meeting and Lawrence reported on the financial successes of the Friends.

VII. Board Action

A. Personnel Actions: (PPLD Document #122221 – 4)

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

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Jac-Quan Douglas	Security Guard (FT)	Permanent Appointment	11/29/2021	NC
Andrew Follette	Custodial Worker	Permanent Appointment	1/16/2022	NC
Joseph Lenehan	Custodial Worker	Permanent Appointment	1/16/2022	NC
James Gibbons	Library Clerk (Hrly)	Temporary Appointment	12/15/2021	\$15.21/hr
Charlotte Marriott	Public Information Officer (FT)	Provisional Appointment	12/27/2021	\$50,000/yr
Karen Blovat	Librarian II	Provisional Appointment	1/2/2022	\$62,164 Step 3
Daniel Minunni	Head Custodian (Administration)	Provisional Appointment	1/2/2022	\$52,347
Jeffrey Giancarlo	Head Custodian (Operations)	Provisional Appointment	1/2/2022	\$51,000
Debbie Bein	Senior Library Clerk (Hrly)	Leave Without Pay	1/2/2022-6/30/2022	NA

- **Moved/Seconded:** Eagleton, Hogg.

- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy: Covid-19 Vaccination Policy (PPLD Document #122221 – 5)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policy #4117 – Covid-19 Vaccination Policy as described in PPLD Document #122221 – 5A.
- B. Moved/Seconded:** Ferrer, Ryan.
- C. Discussion:** Lawrence explained the rationale for the policy. Some discussion ensued.
- D. VOTE:** 10 – 0 – 0

2. Approval of Proposed Revisions to 2021 Budget (PPLD Document #122221 – 6)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions (#3) to the 2021 Poughkeepsie Public Library District's budget as presented in PPLD Document #122221 – 6A.
- B. Moved/Seconded:** Ryan, Eagleton.
- C. Discussion:** Chairperson Ryan explained the reasons for the changes. Some discussion ensued.
- D. VOTE:** 10 – 0 – 0

3. Approval of Authorization to Accept Gift: Barrett Art Center (PPLD Document #122221 – 7)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Library Director to sign the Deed of Gift for the collections of the Barrett Art Center as described in PPLD Document #122221 – 7A.
- B. Moved/Seconded:** Lyons, Spuhler.
- C. Discussion:** Thompson described the size and scope of the collection. Some discussion ensued.
- D. VOTE:** 10 – 0 – 0

VIII. Open Comment

- A. Board Comment:** None.
- B. Public Comment:** None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing managerial staff salaries.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 8:01 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Schmitz, Eagleton.
- **Discussion:** None
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:19 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, Lyons.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 26, 7 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