

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of February 24, 2021**

**Trustees Present**

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- 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
- Anthony Formby, Building Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Bruce Sullivan, Network Analyst
- John Torres, Head of Youth Services
- Deborah Weltsch, Head of Adult Services

**Other Guest(s)**

- Crystal Middleton

**FPPLD Representatives Present**

- Liz Murphy, President

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Bucher, Ryan.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. January 27, 2021 (PPLD Documents #022421 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 27, 2021.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. January 2021 Financial Activity Report (PPLD Document #022421 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2021 Financial Activity as presented.
- **Moved/Seconded:** Fitzgibbons, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #022421 – 2.1)**

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

Vouchers 59346 to 59555 in Warrant 20210225 totaling \$149,402.02

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

Vouchers 59155 to 59189 in Warrant 20210122 totaling \$118,609.19

Vouchers 59361 to 59418 in Warrant 20210217 totaling \$260,390.02

- **Moved/Seconded:** Fitzgibbons, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:**

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #022421 – 3)

- Lawrence reported on: eLibrary services; conferences; statistics; streaming services; Overdrive content; and author events.
- Weltsch reported on Niche Academy.
- Davies reported on: volunteers; the Big Read.
- Torres reported on Saturday Morning Lights.

### B. President's Report: None.

### C. Board Committee Reports (PPLD Document #022421 – 3.3)

1. **Board Development and Policy Committee:** Chairperson Fitzgibbons summarized committee discussions on: the self-assessment tool; By-Laws; and upcoming elections.
2. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the status of the Greene Estate; the Adriance Bond; Budget Presentation; and the Debt Service Fund.
3. **Planning Committee:** Chairperson Moore summarized committee discussions on: the Strategic Plan; the Bookmobile; and the potential branch at the Family Partnership.

### D. Friends of PPLD: Lawrence reported on: Sales for January, a COVID exposure, the upcoming addition of a sign, donations, and plans to make the donation pod permanent.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #022421 – 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
Bradley Diuguid	Public Information Officer (Hrly)	Permanent Appointment	3/1/2021	\$20.05/hr
Jac-Quan Douglas	Security Guard (Hrly)	Reclassification (from Custodial Worker)	2/8/2021	\$18.60/hr
Kyra Walker	Library Clerk (PT)	Permanent Appointment	3/3/2021	\$15.21/hr
Employee 4623	Senior Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4739	Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4731	Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4730	Library Clerk (Hrly)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 6/30/2021	NA
Employee 4789	Library Clerk (PT)	Leave of Absence (upon use of accrued benefit time)	3/1/2021 – 3/31/2021	NA

- **Moved/Seconded:** Bucher, Eagleton.
- **Discussion:** Lawrence explained the need for these actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

### B. Unfinished/Old Business: None.

### C. New Business:

1. **Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #022421 – 5)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2020 Annual Report for Public and Association Libraries (PPLD Document #022421 – 5A).
- B. **Moved/Seconded:** Bucher, Eagleton.
- C. **Discussion:** None.
- D. **VOTE:** 9 – 0 – 0

**2. Authorization to Sign: Actuarial Services (PPLD Document #022421 – 6)**

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes Business Manager Barbara Lynch to sign the agreement with Burke Group for GASB 75 Services, dated February 16, 2021 and as described in PPLD Document #022421 – 6A.
- B. **Moved/Seconded:** Moore, Bucher.
- C. **Discussion:** Lynch explained the necessity of these services.
- D. **VOTE:** 9 – 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 a grievance.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:06 p.m. and ended at 8:17 p.m.)

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:17 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 24, 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