

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 27, 2022

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- 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
- Bradley Diuguid, 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)

- John Castilow, EFPR Group
(virtually, for report only)

FPPLD Representatives Present

- George Mann, President
- Norma Vasquez, Vice-President

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

- **Call to Order:** At 7:09 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Technical Difficulties with the Auditor's presentation caused a delay in Board Education which took place later on in the meeting.
- **Move/Seconded:** Nichols, Spuhler.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** 2021 Audit Report

- Auditor John Costilow from the EFPR Group presented the 2021 Financial Statements, Supplementary Information and Independent Auditors' Report, answering questions after his presentation.

IV. Approval of Previous Record/Meeting(s)**A. March 23, 2022 (PPLD Document #042722 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 23, 2022.
- **Moved/Seconded:** Schmitz, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. March 2022 Financial Activity Report (PPLD Document #042722 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2022 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Lynch gave a brief overview of a few aspects of the report.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042722 – 2.1)

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

Vouchers 62757 to 63086 in Warrant 20220428 totaling \$146,192.96

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

Vouchers 62749 to 62786 in Warrant 20220414 totaling \$111,858.18

- **Moved/Seconded:** Moore, Schmitz.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** Fitzgibbons and McPhee

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #042722 – 3)

- Lawrence reported on the July 30th Luau at the Library; his meeting with the Exec. Director of the Poughkeepsie Public Schools Foundation; the Community Wi-Fi Project; Imani Perry on June 19th at the Bardavon; upcoming book discussion at SPD lead by Dr. Steve Garabedian; and a potential African Doll program at SPD.
- Diuguid discussed Advancement's efforts with strategic planning; creating a Marketing Handbook; the Big Read; collaborations with outside Libraries; and the next issue of the Rotunda.
- Vredenburg spoke about the opening of the SPD branch; Dutchess County Health; the James Baldwin series; story times at the SPD branch; Kindergarten workshops; and progress with work at the Boardman Branch.
- Blovat explained how Borrower Services helped with the 75 Early Literacy backpacks; new staff members; the Remnant Collection for SPD; helped setup the SPD branch; tax packets and printing tax documents; and increased numbers of calls regarding book donations.
- Lamanna expounded on collection development for Rover and SPD; plans for Rover; and efforts to reach underserved communities.
- Torres reported on Spring and Summer programming; the Superhero challenge; story time at SPD; and collecting stuffed animals.
- Thompson discussed staffing challenges; new staff members; and the Barrett Collection.
- Francis spoke about the Early Literacy backpacks; communication barriers; and requests for Summer reading and class visits from schools.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #042722 – 3.3)

1. **Personnel Committee:** Chairperson Moore reported on committee discussions on the unresolved grievance and contract negotiations.

D. Friends of PPLD: President Mann shared the Friend's plans to: sponsor a City of Poughkeepsie youth softball team ages 4-16; and to set up a year round internship to improve their social media and outreach to the public.

VII. Board Action

A. Personnel Actions: (PPLD Document #042722 – 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
Deborah Minnerly	Technology Instructor	Retirement	4/29/2022	N/A
P Tenney	Custodial Worker	Resignation	4/27/2022	N/A
Crystal Middleton	Librarian I (FT)	Probationary Appointment	On or about June 1, 2022	\$55,994/yr

- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Annual Friends Support for 2022 (PPLD Document #042722 – 5)

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2022 Library District programs and services, as described in PPLD Document #042722 – 5A.
- B. Moved/Seconded:** Schmitz, Spuhler.
- C. Discussion:** None.
- D. VOTE:** 8 – 0 – 0

2. Acceptance of Draft Audit Report

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2021 Draft Audit Report presented by EFPR Group.
- B. Moved/Seconded:** Ryan, Ferrer.
- C. Discussion:** None.
- D. VOTE:** 8 – 0 – 0

VIII. Open Comment

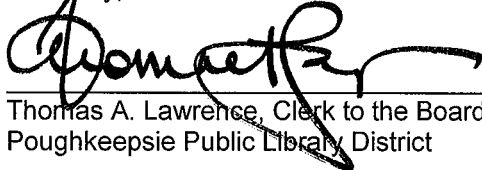
- A. Board Comment:** President Blazek summarized an email she received from a parent of a teenager who is grateful for the help they received from multiple staff members when they came to Adriaance looking for Pride Month materials last year after being made to feel terrible by the staff of their home library.
- B. Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Nichols.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:25 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 25, 7:00 p.m. at Adriaance 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