

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 28, 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
- Kira Thompson, Acting Head of Adult Services
- John Torres, Head of Youth Services

Other Guest(s)

- John Costilow
- Douglas Zimmerman

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:** Eagleton, Ryan.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** 2020 Audit Report

- Auditors Douglas Zimmerman and John Costilow from the EFPR Group presented the 2020 Financial Statement, Supplementary Information and Independent Auditors' Report, answering questions as they were presented.

IV. Approval of Previous Record/Meeting(s)**A. March 24, 2021 (PPLD Document #042821 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 24, 2021.
- **Moved/Seconded:** Spuhler, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. March 2021 Financial Activity Report (PPLD Document #042821 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2021 Financial Activity as presented.
- **Moved/Seconded:** Fitzgibbons, Schmitz.
- **Discussion:** Lynch reported on next steps to receive the bequest from Irma Davis. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042821 – 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 59758 to 60005 in Warrant 20210429 totaling \$142,262.44

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

Vouchers 59576 to 59817 in Warrant 20210416 totaling \$99,706.60

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

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #042821 – 3)**

- Lawrence reported on: Numerous grant applications; exploring solar power; the wastewater project; the parking lot expansion; landscaping plans at Boardman; and the upcoming addition of new staff.

B. President's Report: President Blazek thanked Tom for providing the statistics to the Board including comparisons to previous years.**C. Board Committee Reports (PPLD Document #042821 – 3.3)**

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the audit; policy changes; bad debt; and the Family Partnership Branch Library. Some discussion ensued.

D. Friends of PPLD: President Murphy reported on the success of the membership drive, the record sale, and Earth Day.**VII. Board Action****A. Personnel Actions: (PPLD Document #042821 – 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
Erin Moore	Page (PT)	Resignation	4/8/2021	NA
Laura Wolven	Assistant Library Director II	Delay of Appointment	4/19/2021	\$99,000
TJ Lamanna	Librarian III (Step 5)	Provisional Appointment	6/1/2021	\$69,392 (+2,500 moving stipend)
Kira Thompson	Librarian III (Step 5)	Provisional Appointment	3/20/2021	\$69,392
Beth Vredenburg	Librarian III (Step 5)	Provisional Appointment	6/1/2021	\$69,392
Alison Francis	Librarian III (Step 5)	Provisional Promotion	4/26/2021	\$69,392
John Torres	Librarian III (Step 5)	Provisional Promotion	4/26/2021	\$69,392

- **Moved/Seconded:** Moore, Eagleton.
- **Discussion:** Lawrence explained each of these actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. **Central Library Development Aid (CLDA) 2021 Application (PPLD Document #042821 – 5)**
 - A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2021 CLDA application (detailed in PPLD Document #042821 – 5A) to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
 - B. **Moved/Seconded:** Ryan, Spuhler.
 - C. **Discussion:** Lawrence explained the procedure for the application submission. Some discussion ensued.
 - D. **VOTE:** 10 – 0 – 0
2. **Approval of Policies: Library District Zoom Room (PPLD Document #042821 – 6)**
 - A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policy #1205 – Public Use of Library District Zoom Rooms, attached hereto as PPLD Document #042821 – 6A.
 - B. **Moved/Seconded:** Eagleton, Spuhler.
 - C. **Discussion:** Lawrence explained the desire to allow public access to library Zoom Rooms just as we allow public access to the library meeting rooms. Some discussion ensued.
 - D. **VOTE:** 10 – 0 – 0
3. **Approval of Policies: Purchasing, Claims Audit, Capitalization, Credit/Store Cards (PPLD Document #042821 – 7)**
 - A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revision to PPLD Policy #2101 – A Purchasing, #2101 – B Claims Audit, #2103 – Capitalization, and #2109 – Credit/Store Card, all attached in PPLD Document #042821 – 7A.
 - B. **Moved/Seconded:** Ryan, Schmitz.
 - C. **Discussion:** Chairperson Ryan noted some highlights with the changes. Some discussion ensued.
 - D. **VOTE:** 10 – 0 – 0
4. **Approval of Summary Facilities Plan (PPLD Document #042821 – 8)**
 - A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the Summary Facilities Plan for the Poughkeepsie Public Library District as reflected in PPLD Document #042821 – 8A.
 - B. **Moved/Seconded:** Fitzgibbons, Spuhler.
 - C. **Discussion:** Lawrence explained the plan. Some discussion ensued.
 - D. **VOTE:** 10 – 0 – 0
5. **Approval of Flex 125 Amendment (PPLD Document #042821 – 9)**
 - A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the amendment to the Library District's Flex 125 Plan as stated in PPLD Document #042821 – 9A.
 - B. **Moved/Seconded:** Schmitz, Spuhler.
 - C. **Discussion:** Lawrence explained the current plan and the proposed amendment. Some discussion ensued.
 - D. **VOTE:** 10 – 0 – 0
6. **Approval of Agreement: PV Study (PPLD Document #042821 – 10)**
 - A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the agreement with LaBella of Rochester, NY for a cost, including expenses, not to exceed \$12,500 as described in PPLD Document #042821 – 10A.
 - B. **Moved/Seconded:** Eagleton, Lyons.
 - C. **Discussion:** Lawrence explained the scope of the agreement. Some discussion ensued.
 - D. **VOTE:** 10 – 0 – 0

VIII. Open Comment

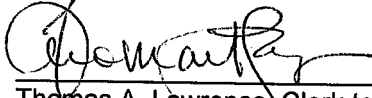
- A. **Board Comment:** None.
- B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:26 p.m.

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