

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of May 27, 2020**

**Trustees Present**

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Moira Fitzgibbons
- Edna Lyons
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

**Staff Present**

- Bonny Algozzine, Secretary to the Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
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**Other Guest(s)**

- Susan Barossi
- Lawrence Feldman

**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:** Eight (8) Trustees were present at time of roll call. Trustee Bucher joined the meeting at 7:09pm.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Spuhler, Moore.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** No public present.**III. Board Education:** Auditors Susan Barossi and Lawrence Feldman presented the 2019 Financial Statement and Report to Governance, answering questions as they were presented.**IV. Approval of Previous Record/Meeting(s)****A. April 22, 2020 (PPLD Documents #052720-1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 22, 2020.
- **Moved/Seconded:** Bucher, Moore.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. April 2020 Financial Activity Report (PPLD Document #052720 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2020 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Bucher.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #052720 – 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 56853 to 57108 in Warrant 20200528 totaling \$140,002.66

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

Vouchers 56848 to 56888 in Warrant 20200514 totaling \$2,942.73

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #052720 – 3)

- Lawrence reported on the ability of the library to apply for FEMA reimbursement for protective measures. Some discussion ensued.

**B. President's Report:** President Blazek thanked Bonny for delivering board packets.

### C. Board Committee Reports:

1. **Board Development and Policy Committee:** Fitzgibbons reported on efforts to find someone interested in running for election for the open Trustee position. Some discussion ensued.

**D. Friends of PPLD:** President Murphy reported that the Friends are working on a plan for re-opening the Book Store.

## VII. Board Action

### A. Personnel Actions (PPLD Documents #052720 – 4)

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

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Sandra Priore	Library Assistant (FT)	Revised Permanent Probationary Appointment	5/28/2020	\$50,797 (Step 1)

- **Moved/Seconded:** Fitzgibbons, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

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

### C. New Business:

#### 1. Acceptance of 2019 Audit Report (PPLD Document #052720 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2019 audit report, dated May 27, 2020, and refer it to the Finance Committee for review and to develop actions based on the recommendations contained therein.
- **Moved/Seconded:** Bucher, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

#### 2. Approval of Policies: Code of Conduct, Telecommuting, Exposure Control Plan; and Approval of COVID-19 Response Documents: Service Plan and NYS Safety Plan (PPLD Documents #052720 – 6, and #052720 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policies #1101 – Code of Conduct, #4116 – Telecommuting, and #4115 – Exposure Control Plan and PPLD Documents #052720 – 7A (Service Plan in Response to COVID-19) and #052720 – 7B (NYForward Business Re-Opening Safety Plan).
- **Moved/Seconded:** Bucher, Moore.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**3. Approval of Summary Facilities Plan (PPLD Document #052720 – 8)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the Summer Facilities Plan for the Poughkeepsie Public Library District as reflected in PPLD Document #052720 – 8A.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**4. Approval to Develop Project: Boardman Road Branch Library Waste Line (PPLD Document #052720 – 9)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Business Manager to proceed with the development of a plan using the services of The Chazen Group as described in Alternate 1 in the proposal dated March 12, 2020.
- **Moved/Seconded:** Spuhler, Bucher.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**5. Election of Treasurer**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the nomination of Patricia Ryan to the position of Treasurer.
- **Moved/Seconded:** Fitzgibbons, Bucher.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 1; Trustee Ryan abstained

**VIII. Open Comment**

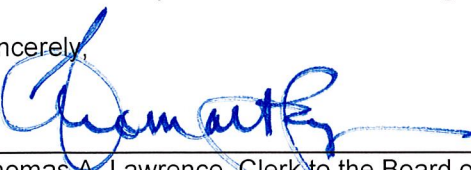
- A. **Board Comment:** None.
- B. **Public Comment:** None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bucher, Lyons.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:31 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 24, 2020, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,




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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District

