

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 23, 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)**FPPLD Representatives Present**

- Liz Murphy, 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 to the Agenda:** None.
- **Move/Seconded:** Eagleton, Lyons.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** Tour of PPLD Website

- Lawrence showed the Board a variety of pages accessed through the PPLD website.

IV. Approval of Previous Record/Meeting(s)**A. May 26, 2021 (PPLD Document #062321 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 26, 2021.
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. May 2021 Financial Activity Report (PPLD Document #062321 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2021 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lynch explained the location of Irma Davis Fund and McCalley Fund and gave an update on the Greene Fund. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #062321 – 2.1)

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

Vouchers 60209 to 60428 in Warrant 20210624 totaling \$96,806.62

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

Vouchers 60225 to 60227 in Warrant 20210609 totaling \$33,000.00
 Voucher 60228 in Warrant C210609 totaling \$500.00
 Vouchers 60256 to 60287 in Warrant 20210615 totaling \$101,731.06

And that the Board of Trustees authorize the following transfers:

\$48,000 from A Fund: McCalley Fund to A20000.54520.A229 (Rotunda Repairs)
 \$18,260 from CM Fund: Marcotte Memorial Fund to A00000.52800.A212 (FFE Marcotte Training Lab)

- **Moved/Seconded:** Ferrer, Ryan.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #062321 – 3)

- Lawrence reported on: ending COVID restrictions, mask requirements, new staff, the Bookmobile, author programs, Fall programs, the Big Read, The Summer Reading Program, and Summer Saturdays. Some discussion ensued.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #062321 – 3.3)

1. **Finance Committee:** Chairperson Ryan summarized committee discussions on: the audit; bad debt, the 2021 budget, the McCalley Fund, and the Greene Fund. Some discussion ensued.
2. **Board Development & Policy Committee:** Chairperson Fitzgibbons related committee discussions on: the Board self-evaluation, the third-party videotaping policy, the Library of Things, and fines. Some discussion ensued.

D. Friends of PPLD: Lawrence reported that the Friends will not be accepting donations of materials in July; and the Friends sold 15,000 books during 2 weeks of their summer sale.

VII. Board Action

A. Personnel Actions: (PPLD Document #062321 – 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 |
|--------------------------|---------------------------|--------------------------|-------------------|------------|
| Cassie Bailey | Library Clerk | Provisional Appointment | 6/14/2021 | \$35,956 |
| Elizabeth Lahl | Senior Library Clerk (PT) | Permanent Appointment | 6/9/2021 | \$17.64/hr |
| Susan Wood | Senior Library Clerk | Retirement | 6/29/2021 | NA |
| Roxanne Hermann-McNamara | Page (Student) | Probationary Appointment | 6/15/2021 | \$12.10/hr |
| Julian Roberts | Page (Student) | Resignation | 6/19/2021 | NA |

- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** Lawrence explained each of these actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Authorization to Suspend COVID-19 Response Documents: Service Plan and NYS Safety Plan (PPLD Document #062321 – 5)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District suspend enforcement of PPLD Documents #052720 – 7A (Service Plan in Response to COVID-19) and #052720 – 7B (NY Forward Business Re-Opening Safety Plan).
- B. **Moved/Seconded:** Ryan, Fitzgibbons.
- C. **Discussion:** Lawrence explained the reasons behind this action. Some discussion ensued.

D. **VOTE:** 8 – 0 – 0

2. **Proposed Revisions to 2021 Budget (PPLD Document #062321 – 6)**

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions (#2) to the 2021 Poughkeepsie Public Library District's budget as presented in PPLD Document #062321 – 6A.

B. **Moved/Seconded:** Spuhler, Eagleton.

C. **Discussion:** None.

D. **VOTE:** 8 – 0 – 0

3. **Authorization to Sign Lease (PPLD Document #062321 – 7)**

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Library Director to sign a five-year lease with Family Services, Inc. for space in which to establish a branch library at the Family Partnership Center, as reflected in PPLD Document #062321 – 7A. The Library Director and the Executive Director of Family Services, Inc. will complete the timetable for occupancy prior to signing the lease.

B. **Moved/Seconded:** Ryan, Spuhler.

C. **Discussion:** Lawrence explained the challenges we have with the lease. Some discussion ensued.

D. **VOTE:** 8 – 0 – 0

4. **Authorization to Write Off Bad Debt (PPLD Document #062321 – 8)**

A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off bad debt accumulated through December 31, 2014 as reflected in PPLD Document #062321 – 8A, that bad debt be included in the December 31, 2021 balance sheet, and that the Library District work with the auditors to create a write-off schedule for remaining and future debt.

B. **Moved/Seconded:** Eagleton, Lyons.

C. **Discussion:** Lawrence explained the plan. Some discussion ensued.

D. **VOTE:** 8 – 0 – 0

viii. **Open Comment**

A. **Board Comment:** Trustee Ryan participated in Seven Habits of Highly Effective Boards and based on that believes that the Board is doing its' job well. Trustee Moore met two of our new hires and found them to be excited and enthusiastic.

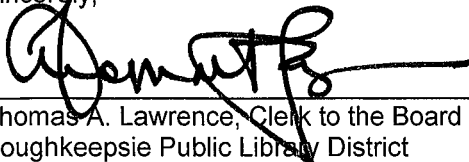
B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Lyons.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:43 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 28, 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