

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of September 23, 2020**

**Trustees Present**

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Patricia Ferrer-Medina
- 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)****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:** Ryan, Moore.
- **VOTE:** 10 – 0 – 0

**II. Public Comment on Agenda Items: No public present.****III. Board Education: None****IV. Approval of Previous Record/Meeting(s)****A. August 26, 2020 (PPLD Documents #092320 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 22, 2020.
- **Moved/Seconded:** Lyons, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**V. Approval of Financial Actions****A. August 2020 Financial Activity Report (PPLD Document #092320 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2020 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Bombardieri.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #092320 – 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 58023 to 58312 in Warrant 20200924 totaling \$130,395.80

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 58018 to 58075 in Warrant 20200915 totaling \$90,794.30

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #092320 – 3)

- Lawrence reported on backpack kits, COVID challenges, Patron Code of Conduct, hotspots, Rover, progress on Boardman and Adriance building projects. Lawrence requested permission to modify the operations schedule for 2020 to close on Saturday, December 26 & Sunday, December 27. The Board unanimously approved this plan.

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

### C. Board Committee Reports:

1. **Personnel Committee:** Chairperson Moore reported on committee discussions a change to the form for the upcoming annual evaluation of the Executive Director.

### D. Friends of PPLD: President Murphy reported that 60,000 books have been sold, plan for the Holiday sale are progressing, their issues with volunteers and donations and plans for the Annual Meeting on Dec. 2.

## VII. Board Action

### A. Personnel Actions: None.

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

### C. New Business:

#### 1. Approval of Policy Revision: Records Retention (PPLD Document #092320 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revision to PPLD Policy #3105 – Information Management, attached hereto (PPLD Document #092320 – 5A).
- **Moved/Seconded:** Spuhler, Bombardieri.
- **Discussion:** Lawrence explained the change to the policy. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

## VIII. Open Comment

### A. Board Comment: None.

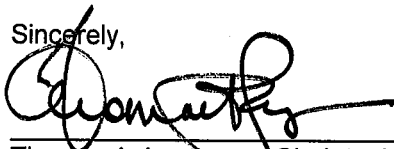
### B. Public Comment: None.

## Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 7:44 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 28, 2020, 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