

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of October 28, 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
-

Other Guest(s)**FPPLD Representatives Present**

- Liz Murphy, President

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

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Bucher joined at 7:04 p.m. Trustee Bombardieri lost the connection briefly during one vote and then left the meeting at 7:35pm.
- **Additions to the Agenda:** Agenda amended so items needing a vote were handled first.
- **Move/Seconded:** Moore, Bombardieri.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** None**IV. Approval of Previous Record/Meeting(s)****A. September 23, 2020 (PPLD Documents #102820 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 23, 2020.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. September 2020 Financial Activity Report (PPLD Document #102820 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2020 Financial Activity as presented.
- **Moved/Seconded:** Bombardieri, Ryan.
- **Discussion:** Lynch summarized the report and explained the Report of Monthly Budget Modifications & Transfers.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #102820 – 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 58315 to 58696 in Warrant 20201029 totaling \$120,855.58

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 58314 to 58409 in Warrant 20201015 totaling \$92,384.62

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #102820 – 3)

- Lawrence reported on: Rover; Little Libraries; the Big Read; Digitization of images and videos; the Food Drive; the approvals needed for the Boardman Road project; work on the Rotunda; and Early Voting at Boardman.

B. President's Report: None.

C. Board Committee Reports:

1. **Personnel Committee:** Chairperson Moore reported on committee discussions on: the job description for the Assistant Director; the AED; and the upcoming minimum wage.

- D. **Friends of PPLD:** President Murphy reported on: the newest Book Store sale on fiction items; a change in date for the Annual Meeting, now on December 9th; the upcoming Holiday Book Sale; not accepting donations between Nov. 11 – 30; and a potential winter plan for accepting book donations safely.

VII. Board Action

A. Personnel Actions: (PPLD Document #102820 – 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
Tony Perkins	Security Guard	Resignation	10/9/2020	NA
Sandra Priore	Library Assistant (Spanish Speaking)	Permanent Appointment	11/25/2020	NA
Daniel Isliker	Library Clerk (Hrly)	Leave of Absence	11/1/2020-2/28/2020	NA
Terry Konrath	Library Clerk (PT)	Modification of Appointment: Temporary to Probationary	10/1/2020	No Change
Christine Bexley	Library Clerk (PT)	Modification of Appointment: Temporary to Probationary	10/31/2020	No Change

- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** Lawrence explained the reason for these actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of 2021 Operational Schedule (PPLD Document #102820 – 5)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2021 operational schedule as described in PPLD Document #102820 – 5A.
- B. **Moved/Seconded:** Moore, Fitzgibbons.
- C. **Discussion:** None.
- D. **VOTE:** 9 – 0 – 0

2. Approval of Revised Policy: Library Card Terms and Conditions - #1109 (PPLD Document #102820 – 6)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #1109 – Library Card Terms and Conditions, as described in PPLD Document #102820 – 6A.
- B. **Moved/Seconded:** Ryan, Schmitz.
- C. **Discussion:** Lawrence explained the need for the changes. Some discussion ensued.
- D. **VOTE:** 9 – 0 – 0

3. Authorization to Sign: Parking Lot Agreement (PPLD Document #102820 – 7)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the agreement and authorize the Library Director to sign said agreement as described in PPLD Document #102820 – 7A.
- B. **Moved/Seconded:** Spuhler, Eagleton.
- C. **Discussion:** Lawrence explained the agreement.
- D. **VOTE:** 9 – 0 – 0

4. Approval of Policies: Code of Conduct (PPLD Document #102820 – 8)

- A. **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revision to PPLD Policy #1101 – Code of Conduct (PPLD Document #102820 – 8A).
- B. **Moved/Seconded:** Bucher, Spuhler.
- C. **Discussion:** Trustee Fitzgibbons explained the changes. Some discussion ensued.
- D. **VOTE:** 9 – 0 – 0

VIII. Open Comment

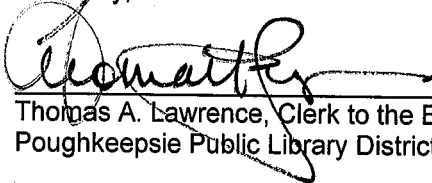
- A. **Board Comment:** None.
- B. **Public Comment:** None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 7:46 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 18, 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

