

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of June 22, 2022**

**Trustees Present**

Dianne Blazek  
 Sean Eagleton  
 Patricia Ferrer  
 Moira Fitzgibbons  
 William Hogg  
 Jonathan McPhee  
 Mary Moore  
 Deborah Nichols  
 Patricia Ryan  
 Cathy Schmitz  
 Laurel Spuhler

**Staff Present**

Bonny Algozzine, Secretary to the Director  
 Janet Bogenschultz, Asst. to the Director  
 Bradley Diuguid, Development Officer  
 Alison Francis, Youth Outreach Coordinator  
 TJ Lamanna, Head of Community Engagement  
 Tom Lawrence, Library Director  
 Barbara Lynch, Business Manager  
 Crystal Middleton, Head of Borrower & Tech Serv.  
 Bruce Sullivan, Network Analyst  
 Kira Thompson, Head of Adult Services  
 John Torres, Head of Youth Services  
 Beth Vredenburg, Head of Branch Services

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

George Mann, President  
 Norma Vasquez, Vice-President

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

- **Call to Order:** At 7:02 p.m., Vice-President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Ferrer arrived at 7:04 p.m.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Moore, Hogg.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. May 25, 2022 (PPLD Document #062222 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 25, 2022.
- **Moved/Seconded:** Moore, Hogg.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. May 2022 Financial Activity Report (PPLD Document #062222 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2022 Financial Activity as presented.
- **Moved/Seconded:** Moore, Eagleton.
- **Discussion:** There was discussion regarding the Greene Fund, the fire notification system, and the negative available budgets in the report.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #062222 – 2.1)**

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

Voucher 62874 in Warrant 20220428 totaling \$66.58

Vouchers 63273 to 63500 in Warrant 20220623 totaling \$104,571.23

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

Vouchers 63262 to 63346 in Warrant 20220615 totaling \$127,165.72

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #062222 – 3)

- Lawrence reported on: COVID cases among the staff; Oaxaca Week; the July 30<sup>th</sup> Luau; Harmful Content statement; recent AED & CPR training for staff; AED purchase for Rover; Juneteenth programs; upcoming program possibilities; and the Philharmonic at the Bardavon; and popular architectural programs run by Shannon Butler.
- Middleton discussed: COVID test kits; Imani Perry tickets; new hires; and Museum Pass usage.
- Francis spoke about: class visits for schools at SPD; and summer requests from school districts.
- Torres reported on: Summer Reading Kickoff; and registration for morning and afternoon programs.
- Vredenburg discussed: Angela Dominguez program at SPD; Black National Doll Museum workshop series; working with Alison Francis on Read, Write, Sing, Talk, Play program series; and working with Extension Services expansion at senior centers that Rover visits.
- Diuguid spoke about: Big Read preparations; short story program with Kelly Link; the Rotunda; analytics for marketing efforts; and Rotunda delivery issues.
- Bogenschultz reported on: Museum pass availability at SPD; upcoming museum pass renewals; exploring the possibility of adding more museum memberships.

**B. President's Report:** President Blazek thanked Alison and her team on the successful visit Rover made at the school in which she works. The 384 children were thrilled and are still talking about it.

### C. Board Committee Reports (PPLD Document #062222 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on: committee discussions on the 2023 budget; fines & fees recommendations; and Amnesty Month for August.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on: the fines policy; barriers to service; and the desire to make the website easily accessible for Spanish speakers.
3. **Personnel Committee:** Chairperson Moore reported on contract negotiation progress.

**D. Friends of PPLD:** Vice-President Vasquez spoke to the Board about: the Book Store; Foreign language sale; the sports team they are sponsoring; and progress on the internship they plan to offer in the fall.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #062222 – 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
Andrew Griemsmann	Senior Library Clerk (FT)	Permanent Appointment	7/2/2022	NA
Steven Stefanchik	Senior Library Clerk (Hrly)	Permanent Appointment	7/2/2022	NA
Susan Sciacca	Senior Library Clerk (Hrly)	Permanent Appointment	7/2/2022	NA
Jewel Ratzlaff	Public Information Officer (Hrly)	Retirement	7/6/2022	NA
Elizabeth Lahl	Senior Library Clerk (PT)	Title Correction	12/7/2022	NA
Emily Giancarlo	Adult Page	Leave Without Pay	6/11/2022-8/28/2022	NA
Victoria Taylor	Adult Page	Seasonal Appointment	6/13/2022-8/28/2022	\$12.10/hr
Tyler O'Donnell	Library Clerk (PT)	Seasonal Appointment	6/14/2022-8/18/2022	\$15.21/hr
Kyra Walker	Library Clerk (PT)	Resignation	6/25/2022	NA
James Gibbons	Library Clerk (FT)	Provisional Appointment	6/20/2022	\$35,956/yr

Jeffrey Giancarlo	Head Custodian (FT)	Probationary Appointment	6/17/2022	\$51,300/yr
-------------------	---------------------	--------------------------	-----------	-------------

- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 9 – 0 – 0

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

**C. New Business:**

**1. Approval of Policy Modification: Fines, Bills, and Collections (PPLD Document #062222 – 5)**

- A. Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the policy modification as it relates to overdue fines and uncollected holds fee, as described in PPLD Document #062222 – 5A.
- B. Moved/Seconded:** Ryan, Eagleton.
- C. Discussion:** Lawrence explained the reasons for the policy changes.
- D. VOTE:** 9 – 0 – 0

**VIII. Open Comment**

**A. Board Comment:** None.

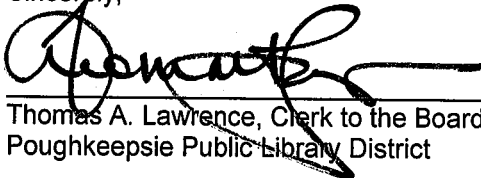
**B. Public Comment:** None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 27, 7:00 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