

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of March 29, 2023**

**Trustees Present**

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurre
- Patricia Ryan
- 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
- Jeffrey Giancarlo, Building Services Manager
- TJ Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- 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)**

- Anne Messley

**FPPLD Representatives Present**

- Norma Vazquez, President

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

- **Call to Order:** At 7:04 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Board will adjourn for an Executive Session after the Public Comment on General Library District Affairs
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 10 – 0 – 0

**II. Public Comment on Agenda Items:** No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. February 22, 2023 (PPLD Document #032923 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 22, 2023.
- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**V. Approval of Financial Actions****A. February 2023 Financial Activity Report (PPLD Document #032923 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2023 Financial Activity as presented.
- **Moved/Seconded:** Nurre, Hogg.
- **Discussion:** Lawrence reported on: receiving tax revenue; reimbursements for funds we had borrowed from while waiting for tax revenue; and pilot payments.
- **VOTE:** 10 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #032923 – 2.1)**

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

Vouchers 65356 to 65630 in Warrant 20230330 totaling \$130,341.50

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

Vouchers 64900 to 65095 in Warrant 20230126 totaling \$378,698.79

- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** Moore and Nichols.

**VI. Operational Reports****A. Administrative Reports & Statistics (PPLD Document #032923 – 3)**

- Lawrence reported on: PILOT payments; communications with the Assessor; the Purchasing Assistant position; communications with the Union; future Business Manager plans; the Friends Audit Committee progress; status of libraries as priority locations for emergency power restoration; Frederick Douglass exhibit; Nature Backpacks; and issues that need to be resolved regarding the Community Fridge.
- Bogenschultz spoke about: MAP Passes being used this year; new venues for MAP passes; OrangeBoy software; and the Library Disaster Plan.
- Diuguid explained about: his responsibilities with grant writing, marketing and project management; the Book Festival on Saturday; Survey responses; the Big Read; the Rotunda; using the services of a Learning Designer.

- B. President's Report:** President Blazek was approached at a grocery store by a patron who told her that she was new to the area and the only place where she feels at home and welcome is at the library and that in her experience, everyone here is so polite and helpful.

**C. Board Committee Reports (PPLD Document #032923 – 3.3)**

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on: the City of Poughkeepsie IDA; the 2023 Budget; and the audit.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the survey and the Boardman Rd. Campus Plan.

- D. Friends of PPLD:** President Vasquez reported on: the sponsorship for the baseball and softball teams; results of the Record sale; a discount being offered to teachers that work in City and Town of Poughkeepsie schools; a new service being offered to customers that make book requests; and a bus trip to see Gypsy in Connecticut.

**VII. Board Action****A. Personnel Actions: (PPLD Document #032923 – 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 Morgan	Librarian I	Permanent Appointment	4/9/2023	N/A
William Kleppel	Librarian I	Permanent Appointment	4/9/2023	N/A

- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** Lawrence explained the actions.
- **VOTE:** 10 – 0 – 0

**B. Unfinished/Old Business:**

### 1. Proposed Modifications to PPLD By-Laws (PPLD Document #032923 – 4.2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed modifications identified in the attached document (PPLD Document #032923 – 4.2A). In accordance with current By-Laws, this is the required second reading of a proposed by-laws modification.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** Trustee Fitzgibbons explained the changes that are being proposed.
- **VOTE:** 10 – 0 – 0

### 2. Update Approval: Purchase and Claims Audit Policies (PPLD Document #032923 – 4.5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District updates its approval of the Purchase Policy (Policy #2101 – A) and Claims Audit Policy (Policy #2102 – B) to the current versions.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Lawrence explained the confusion that caused this to need to be approved again.
- **VOTE:** 10 – 0 – 0

### C. New Business:

#### 1. Approval of Sidebar: Salary Consideration for Employees with Third-Party Assistance (PPLD Document #032923 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #032923 – 5A.
- **Moved/Seconded:** Moore, Ferrer.
- **Discussion:** Lawrence explained the need for the sidebar.
- **VOTE:** 10 – 0 – 0

#### 2. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #032923 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2022 Annual Report for Public and Association Libraries (PPLD Document #032923 – 6A).
- **Moved/Seconded:** Nurre, Eagleton.
- **Discussion:** Lawrence explained why the board needed to review this report.
- **VOTE:** 10 – 0 – 0

### VIII. Open Comment

#### A. Board Comment:

- Trustee Fitzgibbons commented about a program Trustee Ferrer co-ordinated at Marist College that encouraged students to get library cards. Trustee Ferrer explained more about the program. Some discussion ensued.
- Trustee Spuhler asked about the status of the Bookmobile. Lawrence explained that it is in the process of being repaired from a minor accident. Some discussion ensued.
- Trustee Eagleton asked if we will practice the continuity of operation plan once it's ready. Some discussion ensued.

#### B. Public Comment: None.

### Executive Session

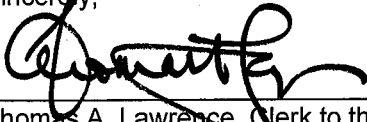
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing negotiations.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 8:14 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:21 p.m.)

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:22 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, April 26, 7:00 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