

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of October 26, 2022

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
- 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**

- Norma Vazquez, 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:** Nine (9) Trustees were present at time of roll call. Trustee McPhee arrived at 7:09 p.m.
- **Additions/Changes to the Agenda:** Addition of New Business item – Approval of Sidebar: Use of 2022 Floating Holidays (PPLD Document #102622 – 8).
- **Move/Seconded:** Hogg, Moore.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. September 28, 2022 (PPLD Document #102622 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 28, 2022.
- **Moved/Seconded:** Spuhler, Moore.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. September 2022 Financial Activity Report (PPLD Document #102622 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2022 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Lynch explained some of the items in the report. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #102622 – 2.1)

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

Vouchers 64274 to 64499 in Warrant 20221027 totaling \$210,254.49

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

Vouchers 64272 to 64325 in Warrant 20221014 totaling \$111,091.87

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #102622 – 3)

- Lawrence reported on: upcoming events; Metropolis at the Bardavon; Big Read changes; Day of the Dead programs and altars; Autumn at Adriance; proposed changes to Library hours and staffing schedules; the Sewer Ejector pump at Adriance; the letter sent to the IDA; Union representation at the Special Olympics; the status of the grievance; the status of the search for a new staff member for the Business Office; attendance at SPD; and general attendance.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #102622 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on: Library card terms and conditions; limited use cards; collections; unsupervised children; vulnerable adults; remote participation in meetings; the Community Advisory Committee.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on the Crotty Estate donation; the Town of Poughkeepsie charge back invoice; tuition reimbursement; bad debt; and donor cultivation.
3. **Planning Committee:** Chairperson Eagleton reported on committee discussions on the strategic plan survey.
4. **Personnel Committee:** Trustee Fitzgibbons reported on committee discussions on succession issues; sidebars to the CBA agreement; the floating Holiday deadline extensions for 2022; tuition benefit requirements; staff pay rates; and the need for an Executive Session at the end of the meeting.

D. Friends of PPLD: President Vazquez reported on the success of the bookstore; Adriance Honors; the Holiday Sale; Autumn at Adriance; Film about the Friends; and the Annual Meeting.

VII. Board Action

A. Personnel Actions: (PPLD Document #102622 – 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
Diana Carroll	Student Page	Probationary Appointment	11/12/2022	\$12.10/hr
Najira Hanson	Student Page	Probationary Appointment	11/12/2022	\$12.10/hr
Kayleigh Hartnett	Librarian I (Step 1)	Probationary Appointment	11/6/2022	\$59,982/yr

- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Memorandum of Agreement with Labor (PPLD Document #102622 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document #5A – Memorandum of Agreement (dated October 19, 2022) and authorize the President to sign said Agreement, covering years 2021-2023.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

2. **Approval of Revised Policy: Library Card Terms and Conditions (#1109) (PPLD Document #102622 – 6)**
 - **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 #102622 – 6A.
 - **Moved/Seconded:** Fitzgibbons, Eagleton.
 - **Discussion:** None.
 - **VOTE:** 10 – 0 – 0
3. **Authorization to Write Off Bad Debt (PPLD Document #102622 – 7)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off bad debt attributed to overdue and overdue renewals accumulated through January 1, 2015 through September 30, 2022 totaling \$18,693.00 as reflected in PPLD Document #102622 – 7A.
 - **Moved/Seconded:** Ryan, Eagleton.
 - **Discussion:** Lawrence explained the need for this action.
 - **VOTE:** 10 – 0 – 0
4. **Approval of Sidebar: Use of 2022 Floating Holidays (PPLD Document #102622 – 8)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #102622 – 8A.
 - **Moved/Seconded:** Nurre, Fitzgibbons.
 - **Discussion:** Lawrence explained the need for this action.
 - **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. **Board Comment:** None.

B. **Public Comment:** None.

Executive Session

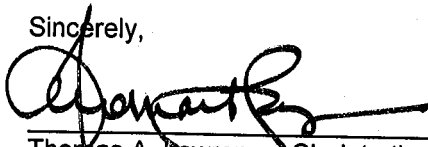
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing the Executive Annual Review.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:55 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** None
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:34 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Hogg.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:34 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 30, 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