

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 26, 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)**FPPLD Representatives Present**

- Norma Vazquez, President

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

- **Call to Order:** At 7:02 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Two New Business items have been added, and the Board will adjourn for an Executive Session after the Public Comment to discuss negotiations and personnel issues.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** 2022 Audit Report

- Auditor John Costilow from the EFPR Group presented the 2022 Financial Statements, Supplementary Information and Independent Auditor's Report, answering questions after his presentation.

IV. Approval of Previous Record/Meeting(s)**A. March 29, 2023 (PPLD Document #042623 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 29, 2023.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. March 2023 Financial Activity Report (PPLD Document #042623 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2023 Financial Activity as presented.
- **Moved/Seconded:** Nichols, Spuhler.
- **Discussion:** Lynch stated that all tax revenue has been received. Lawrence reported that all funds have been repaid.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042623 – 2.1)

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

Vouchers 65650 to 65840 in Warrant 20230427 totaling \$155,368.48

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

Voucher 65378 in Warrant 20230309 totaling \$4,822.00
 Vouchers 65335 to 65398 in Warrant 20230315 totaling \$162,974.61
 Vouchers 65632 to 65655 in Warrant 20230414 totaling \$132,462.35

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #042623 – 3)

- Lawrence reported on: Javier Zamora program and school visit; library usage; the PILOT from the City; the Book Festival.
- Lamanna spoke about: working with the Town and County on the WIFI grant project; the Seed Library; a local Repair Café; and the Tool Library.
- Vredenburg explained about: a future Rover stop at the Vassar – Warner Home; successes and challenges with the Little Libraries; and progress of construction at the Family Partnership.

B. President’s Report: None.

C. Board Committee Reports (PPLD Document #042623 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on: budget modifications; the audit; and collections activity.
2. **Personnel Committee:** Chairperson Hogg reported on committee discussions on: upcoming transitions at the administrative level, and edits to the telecommuting policy.
3. **Planning Committee:** Chairperson Eagleton reported on committee discussions on: the senior survey, and infrastructure upgrades.

D. Friends of PPLD: President Vasquez spoke about: the April record sale; foreign language dictionaries; the upcoming May Fine Arts and DVD sale; money given to the PPLD from the Annual Appeal; an upcoming trip to a CT Opera House; and their gift of pastries to the Library staff during National Library Week.

VII. Board Action

A. Personnel Actions: (PPLD Document #042623 – 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
Kayleigh Hartnett	Librarian I	Permanent Appointment	5/6/2023	N/A
Diana Carroll	Page	Permanent Appointment	5/12/2023	N/A

- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Lawrence explained the actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of FY2023 Budget Modification #1 (PPLD Document #042623 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District’s 2023 budget as presented in PPLD Document #042623 – 5A.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Lawrence explained the need for the modifications.

- **VOTE:** 9 – 0 – 0

2. Authorization to Write Off Bad Debt (PPLD Document #042623 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off PPLD patron bad debt accumulated through January 1, 2015 through December 31, 2015 totaling \$9,119.77 as reflected in PPLD Document #042623 – 6A.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

3. Approval of Revised Policy: Credit Cards (#2109) (PPLD Document #042623 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #2109 – Library Card Terms and Conditions, as described in PPLD Document #042623 – 7A.
- **Moved/Seconded:** Fitzgibbons, McPhee.
- **Discussion:** Chairperson Fitzgibbons explained the recommended change.
- **VOTE:** 9 – 0 – 0

4. Approval of Revised Policy: Telecommuting (PPLD Document #042623 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #4116 – Telecommuting, as described in PPLD Document #042623 – 8A.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** Chairperson Fitzgibbons explained the nature of the changes.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment:

- Trustee Ferrer shared that Marist students will be offering a translation service to the community.

B. Public Comment: None.

Executive Session

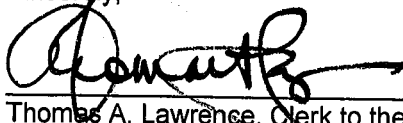
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing negotiations.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:14 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:50 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ferrer, McPhee.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:50 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 24, 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