MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of May 24, 2023

Trustees Present	Staff Present	Other Guest(s)
☒ Dianne Blazek	☒ Bonny Algozzine, Secretary to the Director	☐
☐ Sean Eagleton	☐ Janet Bogenschultz, Asst. to the Director	
☒ Patricia Ferrer	☐ Bradley Diuguid, Development Officer	
☒ Moira Fitzgibbons	☐ Alison Francis, Youth Outreach Coordinator	
☒ William Hogg	☐ Jeffrey Giancarlo, Building Services Manager	**FPPLD Representatives Present**
☒ Jonathan McPhee	☐ TJ Lamanna, Head of Community Engagement	
☒ Mary Moore	☒ Tom Lawrence, Library Director	☐ Norma Vazquez, President
☒ Deborah Nichols	☒ Barbara Lynch, Business Manager	
☒ James Nurre	☐ Crystal Middleton, Head of Borrower & Tech Serv.	
☒ Patricia Ryan	☐ Daniel Minunni, Building Services Manager	
☒ Laurel Spuhler	☐ Bruce Sullivan, Network Analyst	
	☐ Kira Thompson, Head of Adult Services	
	☐ John Torres, Head of Youth Services	
	☐ Beth Vredenburg, Head of Branch Services	

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

- **Call to Order:** At 7:01 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (8) Trustees were present at time of roll call. Trustee Fitzgibbons arrived at 7:04 and Trustee McPhee arrived at 7:25.
- **Additions/Changes to the Agenda:** An Executive Session will be added after the Public Comment.
- **Move/Seconded:** Hogg, Ferrer.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. April 26, 2023 (PPLD Document #052423 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 26, 2023.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE: 9** – 0 – 0

V. Approval of Financial Actions

A. April 2023 Financial Activity Report (PPLD Document #052423 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2023 Financial Activity as presented.
- **Moved/Seconded:** Nurre, Nichols.
- **Discussion:** Lynch reported on receiving PILOT money, tax revenue, and an upcoming upgrade for MUNIS.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #052423 – 2.1)

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

Vouchers 65847 to 66016 in Warrant 20230525 totaling $73,629.20

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

Vouchers 65841 to 65891 in Warrant 20230516 totaling $132,831.09

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #052423 – 3)

- Lawrence reported on: PILOT money received from the City of Poughkeepsie; progress on grant for installing wifi in public parks; access to Pop-Up Library in public parks; challenges presented by homeless population; variety of challenges and stresses endured by staff; working with the City of Poughkeepsie School District.

B. President's Report: Trustees can look up NY Library Trustee Training online and find good sources for required yearly training.

C. Board Committee Reports (PPLD Document #052423 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on turning COVID policies into broader health policies, and adjusting the wording of the Alcohol & Substance Abuse Policy.
2. **Personnel Committee:** Chairperson Hogg reported on committee discussions on negotiations and future Administrative staffing plans.
3. **Planning Committee:** None.

D. Friends of PPLD: Lawrence reported on plans for Adriance Honors.

VII. Board Action

A. Personnel Actions: (PPLD Document #052423 – 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
Christine Bexley	Library Clerk (FT)	Probationary Appointment	5/21/2023	$39,451/yr
Steven DeStefano	Library Clerk (Hrly)	Probationary Appointment	5/21/2023	$16.29/hr
Sara Streett	Library Clerk (Hrly)	Probationary Appointment	5/21/2023	$16.29/hr
James Gibbons	Library Clerk (FT) (Spanish Speaking)	Probationary Appointment	5/21/2023	$41,989/yr
Bradley Diuguid	Development Officer (FT)	Probationary Appointment	5/24/2023	$77,760/yr
Travis Bland	Security Guard (FT)	Permanent Appointment	6/4/2023	N/A

- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Lawrence explained the process of appointing staff from Civil Service lists.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Central Library Services Aid – 2023 Application (PPLD Document #052423 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2023 Central Library Services Aid application, as detailed in PPLD Document #052423 – 5A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** Lawrence explained the purpose of the action.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment:

- Trustee Fitzgibbons shared that the Library District Local History Dept. is being honored on Saturday, June 3rd at the Collins Estate in Union Vale by the Dutchess County Historical Society.

B. Public Comment: None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing negotiations with the collective bargaining unit, and matters related to specific personnel.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:50 p.m.)

- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:24 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 28, 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