

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 28, 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)

- Kathryn Nathan Marcus

FPPLD Representatives Present

- Leola Ruffin-McPhee
Vice-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:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** An Executive Session will be added after New Business.
- **Move/Seconded:** Moore, Eagleton.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: Ms. Marcus spoke about the needs of the local Senior Centers and the positive impact of the Brain Games programs for the residents. She has requested that the Brain Games programs resume their normal schedule.**III. Board Education: Departmental Reports****A. Youth Services**

- Torres reported on: The Summer Reading Program Kickoff; the summer free lunch program, staffing issues; efforts to increase attendance at programs; and projects that the Marist intern is working on.
- Francis shared about: school visits in May and June; Eastdale Village Second Friday events; UPK classes; ideas for expanding Rover usage; requests for Rover to visit summer camps; and Kindergarten Readiness Stations.

B. Borrower Services

- Middleton spoke about: staffing issues; expanding the number of staff members working with Rover; positive feedback on becoming fine free; department staff meetings; and reviewing procedures with staff.

IV. Approval of Previous Record/Meeting(s)**A. May 24, 2023 (PPLD Document #062823 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 24, 2023.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. May 2023 Financial Activity Report (PPLD Document #062823 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2023 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Lynch reported on the MUNIS upgrade and new timeclocks in the near future. Lawrence mentioned that we received the annual disbursement from the Greene Fund in June.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #062823 – 2.1)

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

Vouchers 66036 to 66264 in Warrant 20230629 totaling \$172,285.37

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

Vouchers 66017 to 66073 in Warrant 20230615 totaling \$150,565.75

- **Moved/Seconded:** Nurre, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** McPhee and Ryan.

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #062823 – 3)**

- Lawrence reported on: Brain Games; staffing issues related to maintaining outreach programming plans; cross training staff so they can be more flexible; an open trespass order; political posters on Library property; Rover; Founder's Day on October 21st.

B. President's Report: None.**C. Board Committee Reports (PPLD Document #062823 – 3.3)**

1. **Finance Committee:** No discussion.
2. **Planning Committee:** Chairperson Eagleton reported on committee discussions on surveys and capital repairs. The next survey will be regarding our physical and digital collections.

D. Friends of PPLD: Vice-President Ruffin-McPhee reported on the book store sales; Community Day; the success of the bus trip to see *Gypsy*; Adriance Honors; picnic for volunteers; August board meeting.**VII. Board Action****A. Personnel Actions: (PPLD Document #062823 – 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
Cassie Bailey	Public Information Officer (FT)	Permanent Probationary Appointment	6/16/2023	\$54,811/yr
Charlotte Marriott	Public Information Officer (FT)	Permanent Probationary Appointment	6/16/2023	\$54,855/yr
Martha Farrell	Librarian II	Retirement	7/28/2023	N/A
Michele Muir	Development Officer (FT)	Provisional Probationary Appointment	7/16/2023	\$59,328/yr (4/5s)
Bradley Diuguid	Development Officer (FT)	Resignation	7/1/2023	N/A
Karen Fredrickson	Public Information Officer (FT)	Permanent Probationary Appointment	7/31/2023	\$53,561/yr
Trina Blomquist-Martinez	Senior Account Clerk (PT)	Permanent Probationary Appointment	7/31/2023	\$22.54/hr
Angela Panzer	Librarian II (FT)	Modified Appointment	7/1/2023	\$44,266/yr Voluntary reduction from FT to 3/5s

- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** Lawrence explained each of the actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Memorandum of Agreement with Labor (PPLD Document #062823 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document #062823 – 5A – Memorandum of Agreement and authorize the President to sign said Agreement, covering 2024.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** Lawrence explained the timeline and the purpose of the Agreement.
- **VOTE:** 8 – 0 – 0

2. Permission to Override the Tax Levy Limit (PPLD Document #062823 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** Lawrence explained the need for this action.
- **VOTE:** 8 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to specific personnel and actions therein.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 7:58 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 8:15 p.m.)

3. Separation Agreement (Regular Session resumed at 8:16pm)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed separation agreement with Employee #4621. Resignation will be accepted as of July 1, 2023. The Library District will extend health coverage for an additional 6 months to conclude on December 31, 2023. The premium co-payment will be deducted from escrowed leave. Once that is exhausted the employee has to pay the 12% monthly premium co-payment. If that does not happen the health coverage will terminate within 30 days.
- **Moved/Seconded:** Ferrer, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

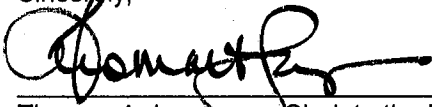
B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Spuhler, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas A. Lawrence", written over a horizontal line.

Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District