

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of August 23, 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 6:59 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:** An Executive Session will be added after Open Comment.
- **Move/Seconded:** Hogg, Eagleton.
- **VOTE:** 10 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. July 26, 2023 (PPLD Document #082323 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of July 26, 2023.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**V. Approval of Financial Actions****A. July 2023 Financial Activity Report (PPLD Document #082323 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of July 2023 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Fitzgibbons.
- **Discussion:** Lynch asked the Board for a decision regarding the disposition of the money from the Eleanor Swartz Trust. Lawrence proposed the following course of action for board approval:
  - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the Business Manager to open a separate account and hold the money from the Eleanor Swartz Trust in reserve for future purposes.
  - **Moved/Seconded:** Eagleton, Nurre
  - **Discussion:** Some discussion ensued.
  - **VOTE:** 10 – 0 – 0

Discussion of Financial Activity Report resumed with a question from Treasurer Ryan about a negative number in the report which appears to be an error. Lynch will investigate the issue.

- **VOTE:** 10 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #082323 – 2.1)**

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

Vouchers 66489 to 66680 in Warrant 20230824 totaling \$128,769.82

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

Vouchers 66475 to 66599 in Warrant 20230815 totaling \$165,324.02

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

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #082323 – 3)**

- Lawrence reported on: Big Read programs and activities; the Art Effect Professional Development Day; author visits; Assembly member Jacobson requesting support on our behalf; Price Chopper advertisement; Memorial for Tom McGlinchey; print circulation levels; Summer Reading Program; Security at the Family Partnership; and Map Passes.

**B. President's Report**

- President Blazek reported on a succession planning webinar she attended that was sponsored by Long Island Library System and reminded Trustees to do their 2 hours of training before December.

**C. Board Committee Reports: None.**

- **D. Friends of PPLD:** President Vazquez reported on: July book store sales; the upcoming September sale; books being dropped off in the parking lot even when donation bin is closed; the Book Store Committee; being recognized as a Neighborhood Fave; the Holiday Book sale; FPPLD board request for more information from Tom on a request he made; the Summer Reading Program; the need for volunteers.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #082323 – 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
Jayda Taylor	Page (PT)	Resignation	8/19/2023	N/A
TJ Lamanna	Librarian III (FT)	Resignation	8/18/2023	N/A
Kira Thompson	Librarian III (FT)	Permanent Probationary Appointment	8/24/2023	\$75,835/yr
Alison Francis	Librarian III (FT)	Permanent Probationary Appointment	8/24/2023	\$74,335/yr
Rose Lovell	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$71,222/yr
Karen Blovat	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$68,078/yr
Krista Miller	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$69,616/yr
Elizabeth Asta	Librarian II (FT)	Permanent Probationary Appointment	8/24/2023	\$64,894/yr

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

**B. Unfinished/Old Business: None.**

**C. New Business: None.**

**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 matters related to personnel.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:59 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 8:20 p.m.)

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Ryan.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:21 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 27, 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