

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 27, 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
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- 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:** Seven (7) Trustees were present at time of roll call. Trustee Ferrer arrived at 7:10am.
- **Additions/Changes to the Agenda:** Administrative reports were moved to the beginning of the meeting.
- **Move/Seconded:** McPhee, Hogg.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. August 23, 2023 (PPLD Document #092723 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 23, 2023.
- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. August 2023 Financial Activity Report (PPLD Document #092723 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Extensive discussion regarding money previously received and dispensed.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092723 – 2.1)

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

Vouchers 66690 to 66980 in Warrant 20230927 totaling \$215,138.00

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

Vouchers 66689 to 66749 in Warrant 20230915 totaling \$151,119.60

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092723 – 3)

- Lawrence reported on: Big Read programs and activities; the Clearwater sails for adults and teens; coordinating school visits; the upcoming Career Fair; Spanish Heritage Month; the Library Collection survey; Adriance Honors; grants that we received; work on bringing Wi-Fi to local parks; Founder's Day; and efforts to arrange a movie screening at Bardavon for the Big Read book.
- Vredenburg spoke about: the Golden Gathering; progress of construction at the Family Partnership; and working with the Friends to purchase tablets and memory backpacks to support Alzheimer care.
- Muir talked about: the Big Read; her background; an invitation to write an article for the Rotunda; Rover stops at local grocery stores; and working with the Friends.

B. President's Report

- President Blazek spoke about a patron complaint; a plaque at SPD; and the Holiday dinner in December.

C. Board Committee Reports (PPLD Document #092723 – 3.3)

1. **Personnel Committee:** Chairperson Hogg reported on committee discussions about: staff movements; Civil Service; a Human Resources position; the Employee Handbook review; a Human Rights complaint; and plans for the future search for the next Director.

- D. **Friends of PPLD:** President Vazquez reported on: the August sale which broke their record; the September sale on DVDs and Foreign Language materials; resolving a problem with humidity and mold; the Holiday Book Sale preparations; the money for memory backpacks and Little Libraries; handing out recognition checks during Staff Dev. Day; the Golden Gathering; Founder's Day; and Adriance Honors.

VII. Board Action

A. Personnel Actions: (PPLD Document #092723 – 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
Scoob DeStefano	Library Clerk (Hrly)	Permanent Appointment	7/15/2023	N/A
Scoob DeStefano	Library Clerk (FT)	Revised Appointment to FT	10/1/2023	\$38,517/yr (Step 1)
Kira Thompson	Librarian III (FT)	Permanent Appointment	10/18/2023	N/A
Alison Francis	Librarian III (FT)	Permanent Appointment	10/18/2023	N/A
Rose Lovell	Librarian II (FT)	Permanent Appointment	10/18/2023	N/A
Karen Blovat	Librarian II (FT)	Permanent Appointment	10/18/2023	N/A
Krista Miller	Librarian II (FT)	Permanent Appointment	10/18/2023	N/A
Henry Barish	Sr. Library Clerk (FT)	Provisional Appointment	10/1/2023	\$41,989/yr (Step 1)
Jac-Quan Douglas	Security Guard (FT)	FMLA	7/12/2023 – 10/3/2023	N/A

- **Moved/Seconded:** Nurre, Hogg.
- **Discussion:** Lawrence explained the need for each of the actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Addenda: Health Insurance for Domestic Partners (PPLD Document #092723 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addenda attached as PPLD Document #092723 – 5A.
- **Moved/Seconded:** Ferrer, Fitzgibbons.
- **Discussion:** Lawrence explained the action being requested.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

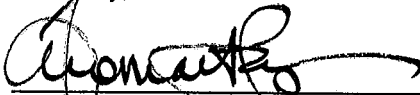
B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, McPhee.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:04 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 25, 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