

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of October 25, 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:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Administrative reports were moved to the beginning of the meeting.
- **Move/Seconded:** Ryan, Fitzgibbons.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items: None.****III. Board Education:** Managers Torres and Francis reported on recent activities under their purview in Youth Services, including an update on Teen Room activity.**IV. Approval of Previous Record/Meeting(s)****A. September 27, 2023 (PPLD Document #102523 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 27, 2023.
- **Moved/Seconded:** Eagleton, Moore.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. September 2023 Financial Activity Report (PPLD Document #102523 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Continued discussion on the depth of the report but none on the substance.
- **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #102523 – 2.1)**

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

Vouchers 66985 to 67246 in Warrant 20231026 totaling \$151,650.31

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

Vouchers 66982 to 67070 in Warrant 20231016 totaling \$143,084.54

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #102523 – 3)

- Lawrence reported on: Big Read programs and activities; personnel matters; implementing the Language Link translation services at point of service; staffing; the ongoing review of the employee handbook; recent bouts with Covid and its impact on staffing; Rover services at the local grocery stores; and a pending invitation to Jason Reynolds to speak in February 2024.

### B. President's Report

- No report.

### C. Board Committee Reports (PPLD Document #102523 – 3.3)

1. **Finance Committee:** Chairperson Ryan reported that the minutes of the meeting included in the meeting packet covered matters and required no further reporting.
2. **Planning Committee:** Chairperson Eagleton reported that the minutes of the meeting included in the meeting packet covered matters and required no further reporting.

### D. Friends of PPLD: President Vazquez reported on: the September sale; the October sale; the Holiday Book Sale preparations; and Adriance Honors.

## VII. Board Action

### A. Personnel Actions: (PPLD Document #102523 – 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
Betty Cooper	Technology Instructor (Hrly)	Resignation	11/14/2023	N/A
James Gibbons	Library Clerk Sp. Speaking (FT)	Resignation	11/4/2023	N/A
Fatime Jaafar	Library Assistant (FT)	Probationary Appointment	11/5/2023	\$53,143 (Step 1 with Longevity)
Veronica Martin-Follette	Library Assistant (FT)	Provisional Appointment	11/5/2023	\$51,062 (Step 2)
Christine Bexley	Library Clerk (FT)	Permanent Appointment	11/18/2023	N/A
Sara Streett	Library Clerk (Hrly)	Permanent Appointment	11/18/2023	N/A
William Kleppel	Librarian I (FT)	Permanent Appointment	10/1/2023	\$59,982/yr
John Torres	Librarian III (FT)	Permanent Appointment	10/26/2023	N/A
Beth Vredenburg	Librarian III (FT)	Permanent Appointment	10/26/2023	N/A

- **Moved/Seconded:** Fitzgibbons, McPhee.
- **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 2024 Operations Schedule (PPLD Document #102523 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the attached 2024 operational schedule as described in PPLD Document #102523 – 5A
- **Moved/Seconded:** Nichols, Hogg.
- **Discussion:** Lawrence explained the action being requested.

- **VOTE:** 8 - 0 - 0

**II. Open Comment**

**A. Board Comment:** None.

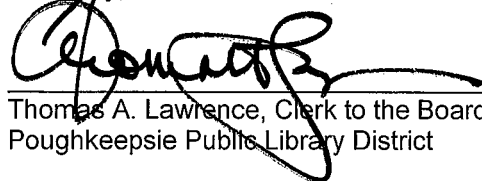
**B. Public Comment:** None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:22 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 29, 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

