

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 29, 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 7:05 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:** Executive Session added after Public Comment.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. October 25, 2023 (PPLD Document #112923 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 25, 2023.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. October 2023 Financial Activity Report (PPLD Document #112923 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2023 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Lynch noted the deposit of the Swartz money and informed the board of an impending donation. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #112923 – 2.1)

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

Vouchers 67282 to 67500 in Warrant 20231130 totaling \$309,458.57

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

Vouchers 67247 to 67334 in Warrant 20231115 totaling \$159,127.91

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #112923 – 3)

- Lawrence reported on: the report from Maintenance including netting to protect the roof from crows, snow removal, a water furnace, accident that damaged the Boardman compressor, the vehicle warranty on the Bookmobile and the budget for our vehicles; security issues; Big Read movie screening; Big Read program attendance; funding provided by the Friends; potential collaborations with the Bardavon; and Munis budget training.
- Lynch informed the Board about: the success of Operation Warm; socks donated to Operation Warm from Beulah Baptist Church facilitated by Trustee McPhee.
- Vredenburg spoke about: Rover stops at local grocery stores; the Hudson Valley Justice System; the Freedom Quilting Project; progress on construction at the Partnership; and new items for Extension Services patrons to check out.
- Thompson shared about: a Spanish version of Shannon Butler's Walking Tour; a new Walking Tour on Union St.; blog posts; digitizing City of Poughkeepsie directories; success of numerous recent programs; the Tool Library and accompanying programs; and the Seed Library;

B. President's Report: President Blazek attended the Mid-Hudson Annual Meeting and shared some of the information she learned.

C. Board Committee Reports (PPLD Document #112923 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on ongoing policy reviews.

D. Friends of PPLD: President Vazquez reported on: October sales; November sales; the success of the Holiday Book sale, the upcoming December sale; a thank you lunch for volunteers; the upcoming Annual Meeting; their participation in the Senior Golden Gathering; and the FDR Holy Day Open House.

VII. Board Action

A. Personnel Actions: (PPLD Document #112923 – 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
Fatime Jaafar	Library Assistant (FT)	Probationary Appointment	11/5/2023	\$53,317/yr (correction)
Veronica Martin-Follette	Library Assistant (FT)	Probationary Appointment (correction)	11/5/2023	N/A
Shannon Butler	Historian (FT)	Permanent Appointment	10/31/2023	N/A
Cassie Bailey	Public Information Officer (FT)	Permanent Appointment	12/16/2023	N/A
Charlotte Marriott	Public Information Officer (FT)	Permanent Appointment	12/16/2023	N/A
Gary Killmer	Network Analyst (FT)	Probationary Appointment	11/20/2023	\$72,117/yr (Step 1)
Employee 4820	Security Guard (FT)	Intermittent FMLA	12/1/2023	N/A

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

B. Unfinished/Old Business: None.

C. New Business: None.

VIII. Open Comment**A. Board Comment:** None.**B. Public Comment:** None.**Executive Session**

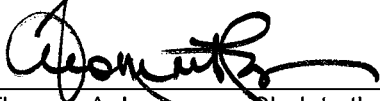
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to personnel.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 8:08 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 8:15 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee.
- **Discussion:** None.
- **VOTE:** 8 - 0 - 0
- **Time of Adjournment:** 8:16 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 20, 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

