

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of January 24, 2024

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 7:06 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Public Comment.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. December 20, 2023 (PPLD Document #012424 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 20, 2023.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. December 2023 Financial Activity Report (PPLD Document #012424 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2023 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nurre.
- **Discussion:** Lynch answered a question regarding the Occhialino Fund. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #012424 – 2.1)

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

Vouchers 67736 to 67856 in Warrant 20240125 totaling \$75,723.01

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

Vouchers 67709 to 67735 in Warrant 20240119 totaling \$166,726.67

- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Hogg and Nurre.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #012424 – 3)

- Lawrence reported on: low average number of patrons at SPD on Saturdays; zero attendance for Storytime on Saturdays at SPD; Poughkeepsie Book Festival; trustee education given by Dutchess County Public Library Director; a non-profit that we have been invited to join; positive feedback regarding Wi-Fi in the parks; Big Read planning.
- Vredenburg explained: the Freedom Quilt program; Construction progress at the Family Partnership; possible storytime program in the mornings at SPD; Juneteenth plans; Display case at SPD for African History Month; Adult Daycare collaboration; Rover stop at Marist on Fridays starting in March; and the Library Action Committee.
- Thompson shared about: Brain Games; popularity of Ukulele Strumalong and Guitar Circle; Seed Library; possibility of Genealogy outreach at Senior Centers; ESL classes will resume; work on City Directories; volunteer working on digitizing the Poughkeepsie Journal card file; response to our new catalog; challenging behavior from patrons; the Tool Library.

B. President's Report: None.

C. Board Committee Reports (PPLD Document #012424 – 3.3)

1. **Planning Committee:** Chairperson Eagleton reported on committee discussions on survey data.
2. **Finance Committee:** Chairperson Ryan reported on committee discussions on the Business Manager opening; the 2023 budget; the 2024 budget; the 3-year finance plan; action items; policy items; and a webinar she and Tom attended from the Office of the State Controller.
3. **Personnel Committee:** Chairperson Hogg reported on committee discussions on: the Business Manager position; the Personnel Administrator position; the Employee Handbook; and leadership succession.

D. Friends of PPLD: President Vazquez reported on: December sales; bookstore revenue; January fiction sale; upcoming February sale; January Board Meeting; the Book Store Committee; problems with book dealers blocking aisles from patrons; new Bookstore Manager; and the matching funds from IBM that do not have the Friends as an option for donations.

VII. Board Action

A. Personnel Actions: (PPLD Document #012424 – 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
Karen Fredrickson	Public Information Officer (FT)	Permanent Appointment	1/28/2024	N/A
Trina Blomquist-Martinez	Senior Account Clerk (PT)	Permanent Appointment	1/28/2024	N/A
Obed Simbana	Security Guard (FT)	Permanent Appointment	1/28/2024	N/A
Anne Messley	Librarian I (FT)	Probationary Appointment	1/28/2024	\$62,275/yr
Christine Bexley	Library Assistant Sp. Speaking (FT)	Probationary Appointment	1/28/2024	\$56,676/yr
Karen Moksvold	Librarian I (FT)	Provisional Appointment	2/12/2024	\$62,275/yr
Rebecca Gillis	Business Manager (FT)	Probationary Appointment	1/25/2024	\$80,000/yr
Ariela Del Campo Aguirre	Student Page (PT)	Probationary Appointment	2/12/2024	\$16.00/hr

- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lawrence explained the need for each of the actions.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business

1. **Approval of Revised 2024 Operational Schedule (PPLD Document #012424 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached revised 2024 operational schedule as described in PPLD Document #012424 – 5A.
- **Moved/Seconded:** Nurre, Spuhler.
- **Discussion:** Lawrence explained the need for the change.
- **VOTE:** 9 – 0 – 0

C. **New Business**

1. **Approval of Annual Friends Support for 2024 (PPLD Document #012424 – 6)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2024 Library District programs and services, as described in PPLD Document #012424 – 6A.
- **Moved/Seconded:** Hogg, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. **Approval of FPPLD Lease (PPLD Document #012424 – 7)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the President to sign an agreement with the Friends of the Poughkeepsie Public Library District which details terms and insurance coverage required for the use of space at the Boardman Road Branch Library, 2024 - 2027.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

VIII. **Open Comment**

A. **Board Comment:** None.

B. **Public Comment:** None.

Executive Session

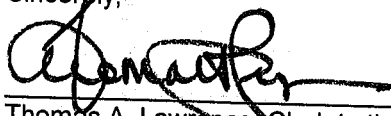
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to personnel.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:18 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:24 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 28, 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