

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of February 28, 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
- Rebecca Gillis, Business 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:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Public Comment.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 11 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. January 24, 2024 (PPLD Document #022824 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 24, 2024.
- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

V. Approval of Financial Actions**A. January 2024 Financial Activity Report:** To be presented at March Board Meeting.**B. Approval of Monthly Warrant (PPLD Document #022824 – 2.1)**

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

Vouchers 67953 to 68117 in Warrant 20240229 totaling \$506,920.86

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

Vouchers 67858 to 67926 in Warrant 20240131 totaling \$46,882.76

Vouchers 67928 to 67960 in Warrant 20240215 totaling \$32,501.98

- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** None.

- **VOTE:** 11 – 0 – 0
- **Next Month's Warrant Review:** Ferrer and McPhee.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #022824 – 3)

- Lawrence reported on: personnel updates; the Big Read; offering a variety of Middle Read books; possibility of a program with Anthony Ray Hinton; Juneteenth program with Jemar Tisby; Dutchess County Historical Society and 200th anniversary of Lafayette visit; possibility of a program with Sarah Vowell, tickets for upcoming David Baldacci program; e-Pop-Up Library; Community Fridge status; Annual Report to State; Trustee Education; and the Book Festival.
- Bogenschultz explained about: e-Pop-Up Library program coming to outdoor public spaces in the area; and the popularity of MAP Pass program last year.
- Middleton shared about: change in hours at SPD; Saturday programming at SPD; staffing levels; cross-training staff for all locations and Rover; Grocery Store visits; Language Link; Tech Services changes; program registration challenges; and Department meetings.

B. President's Report: President Blazek reported on the Book Festival inquiries she has received; trustee education webjunction website and going paperless with the Board Packet.

C. Board Committee Reports (PPLD Document #022824 – 3.3)

- 1. Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions about cleaning up the language of some of our policies, and streamlining board related documents, and potential visits by MHLS staff.
- 2. Committee Chairs:** President Blazek reported on discussions related to each committee.
- 3. Finance Committee:** Chairperson Ryan reported on committee discussions on warrant reviews, Finance policy changes, the Greene Fund, and doing a three year budget.
- 4. Personnel Committee:** Chairperson Hogg reported on committee discussions on the Personnel Administrator position, employee issues, negotiations, and leadership succession.

D. Friends of PPLD: President Vazquez reported on: the January sale; the February Sale; the upcoming March sale; celebrating Women's History month; update on issues with dealers; recent donations; creating a new horror and supernatural section; financial choices they have made.

VII. Board Action

A. Personnel Actions: (PPLD Document #022824 – 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
Liz Asta	Librarian II (FT)	Permanent Appointment	2/21/2024	N/A
Derek Allen	Security Guard (FT)	Probationary Appointment	3/4/2024	\$46,952/yr

- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** Lawrence explained the need for each of the actions.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None

C. New Business

1. Approval of Revised Policies: All Financial Policies (PPLD Document #022824 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached updated Library District Policies #2101-A – Purchasing, #2101-B – Claims Audit, #2102 – Gifts, #2103 – Capitalization, #2104 – Disposition of Goods, #2105 – Fund Balance, #2106 – Collateralization and Investment, #2107 – Receipt and Disbursement of Donated Funds, #2108 – Signatures, #2109 – Credit/Store Card Policy, #2110 – Endowment and Planned Giving, #2111 – Petty Cash, #2112 – Bad Debt.
- **Moved/Seconded:** Nichols, Ferrer.
- **Discussion:** Ryan explained the reasons for making changes.
- **VOTE:** 11 – 0 – 0

2. Approval of 2024 Trustee Elections (PPLD Document #022824 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, timeline, and procedures as described in PPLD documents #022824 – 6A, #022824 – 6B, and #022824 – 6C.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

VIII. Open Comment

A. Board Comment: Trustee Ferrer mentioned that she will be bringing Marist students to the library tomorrow for a tour. Her students will be running a community translation initiative. She is trying to find a student who is willing to teach basic computer skills in Spanish. They plan to do an audit to check for language accessibility in the building and they will provide a report on their findings and help to correct any issues.

B. Public Comment: None.

Executive Session

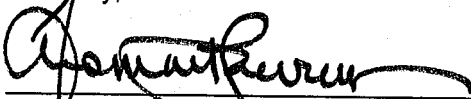
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to negotiating with labor.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0 (Executive Session began at 8:08 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** McPhee, Eagleton.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0 (Executive Session ended at 8:20 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Hogg, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 11 - 0 - 0
- **Time of Adjournment:** 8:21 p.m.

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