

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 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
- 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 7:03 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:** Hogg, Fitzgibbons.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: 2023 Audit Report**

- Auditor John Costilow from the EFPR Group presented the 2023 Financial Statements, and Independent Auditor's Report, answering questions after his presentation. Some discussion ensued.

IV. Approval of Previous Record/Meeting(s)**A. February 28, 2024 (PPLD Document #032724 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 28, 2024.
- **Moved/Seconded:** Ferrer, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. January 2024 Financial Activity Report (PPLD Document #032724 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2024 Financial Activity as presented.
- **Moved/Seconded:** Nichols, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. February 2024 Financial Activity Report (PPLD Document #042424 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2024 Financial Activity as presented.

- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

C. March 2024 Financial Activity Report (PPLD Document #042424 – 2.01)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2024 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Lynch reported on the receipt of tax revenue. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

D. Approval of Monthly Warrant (PPLD Document #042424 – 2.1)

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

Vouchers 65668 to 68639 in Warrant 20240425 totaling \$121,323.34

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

Vouchers 66085 to 68218 in Warrant 20240315 totaling \$46,959.96
 Vouchers 67693 to 68416 in Warrant 20240328 totaling \$231,193.77
 Vouchers 68422 to 68489 in Warrant 20240415 totaling \$52,144.62

- **Moved/Seconded:** Hogg, Ferrer.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month’s Warrant Review:** Moore and Ryan.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Documents #032724 – 3, #042424 – 3)

- Lawrence reported on: Manager reports; attendance at programs; circulation levels; digital circulation; the Book Festival; the David Baldacci event; the Rotunda; the Big Read; the Little Read; and the Jewish Federation.

B. President’s Report: President Blazek commented on her experience with a Story Cube; a child’s reaction to the library; and that we will miss Barbara as she retires.

C. Board Committee Reports (PPLD Documents #032724 – 3.3, #042424 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee work on: policy reviews; Zoom rooms; policy revisions; and changes to the Annual Report.
2. **Planning Committee:** No discussion.
3. **Finance Committee:** Chairperson Ryan reported on committee plan to work on the budget and progress of the Greene Estate probate work.

D. Friends of PPLD: President Vazquez reported on: the February sale; the March sale; the April sale; the upcoming May sale; problems disposing of discarded books; participation in upcoming community events; and the Annual Appeal.

VII. Board Action

A. Personnel Actions: (PPLD Document #042424 – 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
Angela Panzer	Librarian II (Hrly)	Retirement	4/24/2024	N/A
Joseph VanWassenhove	Custodian (FT)	Retirement	5/17/2024	N/A
Ryan Moore	Custodial Worker (FT)	Resignation	5/4/2024	N/A
Crystal Middleton	Librarian I (FT)	Resignation	4/19/2024	N/A
Andrew Follette	Custodial Worker (FT)	Leave of Absence (LWOP)	3/11/2024 – 4/15/224	N/A

Jayda Taylor	Page (PT)	Temporary Appointment	5/20/2024 – 9/1/2024	\$21.62/hr
Fatime Jaafar	Library Assistant (FT)	Permanent Appointment	5/4/2024	N/A
Veronica Martin-Follette	Library Assistant (FT)	Permanent Appointment	5/4/2024	N/A
Isabel Ramirez-Pagan	Library Assistant (Spanish Speaking) (PT)	Probationary Appointment	4/22/2024	\$31.14/hr

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

B. Unfinished/Old Business: None

C. New Business

1. Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #032724 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2023 Annual Report for Public and Association Libraries (PPLD Document #032724 – 5A).
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. Approval of MOU with the Mid-Hudson Library System (PPLD Document #032724 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the MOU with MHLS and authorize the President of the Board of Trustees and the Library District to sign the document (PPLD Document #032724 – 6A).
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Lawrence explained that the MOU consolidates two other independent documents into one.
- **VOTE:** 9 – 0 – 0

3. Approval of Action on Policies: Library Services, Covid-19 Vaccination, Trustee Education (PPLD Document #042424 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revisions to #1101A – Code of Conduct, #1102 – Materials Selection and Access Policy, #1106 – Operations, #1108 – Smoking, #1110 – Patron Complaints, #1201 – Public Use of Library District Meeting Rooms, #1202 – Materials Posting and Free Materials, #1203 – Exhibits, #1204 – Indemnification, #1205 – Third Party Videotaping and Photographing, #1207 – Statement on Library District Collections, and #3204 – Trustee Education; that #1107 – Patron Registration and Borrowing and #1205 – Patron Use of Library District Zoom Rooms be rescinded; and that #4117 – Covid19 Vaccination be suspended.
- **Moved/Seconded:** McPhee, Nichols
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

4. Central Library Services Aid – 2024 Application (PPLD Document #042424 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2024 Central Library Services Aid application, as detailed in PPLD Document #042424 – 6A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Fitzgibbons, Ferrer.
- **Discussion:** Lawrence explained the process for this application.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

- A. Board Comment:** Lawrence decided to join the Dutchess County Library Association. The concerns he had in the past have been addressed to his satisfaction so he decided it would be advantageous for the Library District to be a member.

- B. Public Comment:** None.

Executive Session

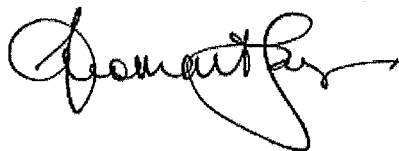
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing progress on negotiations and a potential litigation.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:15 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:29 p.m.)

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, McPhee.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 8:29 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, May 22, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Submitted by,



Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District