

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of May 22, 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
- 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)**

- Rebecca Smith-Aldrich, Executive Director - Mid-Hudson Library System
- Barry Ramage, President - Mid-Hudson Library Board
- Richard Swierat, Mid-Hudson Library Board
- Rajene Hardeman, Vice President - Mid-Hudson Library Board

**FPPLD Representatives Present**

- Norma Vazquez, President

**I. Call to Order, Roll Call, Additions to the Agenda**

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee McPhee arrived at 7:08pm
- **Additions/Changes to the Agenda:** A New Business Item has been added.
- **Move/Seconded:** Eagleton, Ferrer.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** Presentation from Mid-Hudson Library System (MHLS) Representatives

- Mid-Hudson Director Smith-Aldrich and representatives from the Mid-Hudson Board of Trustees spoke about: board priorities; sustainable funding; planning cycles; annual action plans; annual budgets; fundraising; and member libraries. Some discussion ensued.

**IV. Approval of Previous Record/Meeting(s)****A. April 24, 2024 (PPLD Document #052224 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of April 24, 2024.
- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. April 2024 Financial Activity Report (PPLD Document #052224 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** Gillis reported on checks received in April.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #052224 – 2.1)**

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

Vouchers 68649 to 68855 in Warrant 20240523 totaling \$105,882.14

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

Vouchers 68644 to 68706 in Warrant 20240515 totaling \$272,782.24

Edited to remove Voucher 68654 totaling \$10,610.06

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

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #052224 – 3)**

- Lawrence reported on: Local History programs; personnel changes; AARP – free tax preparation in Adriaance and Boardman branches; the Mexican Consulate on wheels; Jemar Tisby; the Big Read; concert at the Bardavon in November; David Baldacci; upcoming programs; Almshouse program at the Auditorium at the Family Partnership; circulation levels; streaming services budget; phone system upgrades; request sent to Assemblyman Jacobson.

**B. President’s Report:** President Blazek commented on her experience at the Family Partnership ribbon cutting.

**C. Board Committee Reports:** None.

**D. Friends of PPLD:** Lawrence reported on bookstore sales; Friends issues with discarding unwanted items; and the Friends’ attendance at the Poughkeepsie Block Party.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #052224 – 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
Madeleine Thezan	Library Clerk (PT)	Probationary Appointment	6/3/2024	\$22.42/hr
Nicholas MacDermott	Personnel Administrator (FT)	Probationary Appointment	6/17/2024	\$80,000/yr
Kristin Charles-Scaringi	Librarian III (FT)	Probationary Appointment	6/10/2024	\$76,216/yr (Step 5)
Danielle Smith	Custodian (FT)	Provisional Appointment	6/10/2024	\$52,000/yr
Michael Maloney	Custodian (FT)	Provisional Appointment	7/1/2024	\$52,000/yr
Melanie Maglietta	Library Assistant (PT)	Probationary Appointment	6/10/2024	\$28.67/hr
Unnamed	Library Clerk (PT)	Probationary Appointment	Undetermined	\$22.42/hr

- **Moved/Seconded:** Spuhler, Fitzgibbons.
- **Discussion:** Lawrence explained each of the actions and requested the addition of an unnamed part-time Library Clerk position for which interviews are ongoing.
- **VOTE:** 9 – 0 – 0

**B. Unfinished/Old Business:** None

**C. New Business**

**1. Authorization to Write Off Bad Debt (PPLD Document #052224 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off PPLD patron bad debt accumulated through December 31, 2016 totaling \$18,499.63 as reflected in PPLD Document #052224 – 5A.
- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** Some discussion ensued.

- **VOTE:** 9 – 0 – 0
2. **Approval of Action on Policies: Library Services (PPLD Document #052224 – 6)**
    - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revisions to #1102 – Materials Selection and Access Policy (adds reference to the Collection Conspectus), #1103 – Parking, #1104 - A – Internet and Computer Use, #1104 - B – 3D Printing, #1111 – Responding to Inquiries from Law Enforcement, and #1112 – Security Cameras.
    - **Moved/Seconded:** Nurre, McPhee.
    - **Discussion:** Trustee Fitzgibbons explained some of the work from the Board Development and Policy Committee resulting in these revisions. Lawrence explained the Collection Conspectus.
    - **VOTE:** 9 – 0 – 0
  3. **Approval of Policy: Workplace Violence Prevention Policy and Prevent Program (PPLD Document #052224 – 7)**
    - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve Policy #4110 – Workplace Violence Prevention Policy and Prevent Program as reflected in PPLD Document #052224 – 7A.
    - **Moved/Seconded:** Fitzgibbons, Eagleton.
    - **Discussion:** Lawrence explained the reason for the modification.
    - **VOTE:** 9 – 0 – 0
  4. **Approval of Sidebar: Establishing a Custodian Salary (PPLD Document #052224 – 8)**
    - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the Memorandum of Agreement with regards to the establishment of a salary for Custodian as PPLD Document #052224 – 8A.
    - **Moved/Seconded:** Spuhler, Hogg.
    - **Discussion:** Trustee Hogg shared discussions from the Personnel Committee regarding the need for this change.
    - **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

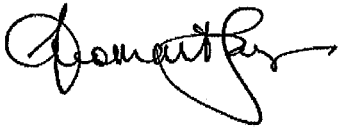
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to negotiations with Labor.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 7:53 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:07 p.m.)

#### Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:07 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, June 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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