

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of June 26, 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
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Nick MacDermott, Human Resources 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 7:00 p.m., Vice President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Action to receive funds was added to the Agenda, following approval of the Warrant.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: Kristin Charles-Scaringi, Head of Borrower & Technical Services, and Nick MacDermott, Human Resources Officer, were introduced and provided some background information about themselves.

IV. Approval of Previous Record/Meeting(s)

A. May 22, 2024 (PPLD Document #062624 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of May 22, 2024.
- **Moved/Seconded:** Eagleton, Hogg.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions

• **May 2024 Financial Activity Report (PPLD Document #062624 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of May 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nurre.
- **Discussion:** Gillis reported on checks received in April.
- **VOTE:** 8 – 0 – 0

• **Approval of Monthly Warrant (PPLD Document #062424 – 2.1)**

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

Vouchers 68873 to 69078 in Warrant 20240627 totaling \$101,174.89

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

Vouchers 68864 to 68921 in Warrant 20240616 totaling \$161,654.87

- **Moved/Seconded:** Hogg, Eagleton.
- **Discussion:** Some discussion ensued.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** McPhee and Nichols.

- C. Consent to Receive Funds:** Upon the recommendation of Gillis, the Board consent to receive and bank the following:
- Library of America Grant: \$1200 to the CM Fund
 - Tilcon Donation: \$250 to the A Fund

VI. Operational Reports

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

- Lawrence reported on: a successful Juneteenth program by author Jemar Tisby and a *Request for Reevaluation of Library Materials* submitted in reference to the book *The Rainbow Parade* by Emily Nielson.

B. President’s Report: None.

- C. Board Committee Reports:** Aside from the printed reports in the meeting packet, Finance Committee Chair Ryan advised the Board that the Greene Estate was nearing the end of probate with the final submission of the Estate’s accounting.

- 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 #062624 – 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 Moksvold	Librarian I (FT)	Probationary Appointment	6/27/2024	N/A
Danielle Smith	Custodial Worker (FT)	Title/Salary correction	6/17/2024	\$46,952/yr
Michael Moloney	Custodial Worker (FT)	Title/Salary correction	7/1/2024	\$46,952/yr
Kristin Charles-Scaringi	Librarian III (FT)	Salary correction	6/10/2024	\$76,176/yr (Step 5)
Lillian Algozzine	Library Clerk (PT)	Probationary Appointment	6/17/2024	\$22.42/hr
Megan McGuinness	Library Assistant (PT)	Probationary Appointment	7/14/2024	\$28.67/hr
William Ahlback	Library Assistant (FT)	Probationary Appointment	6/30/2024	\$62,900/yr
Jinay Senecal	Supervising Library Clerk (FT)	Provisional Appointment	6/30/2024	\$68,834/yr (Step 5, with Longevity)
Susan Minard	Library Clerk (PT)	Permanent Appointment	7/1/2024	N/A
Melanie Maglietta	Library Assistant (PT)	Declination of Appointment	6/10/2024	N/A

- **Moved/Seconded:** Ryan, Eagleton.
- **Discussion:** MacDermott explained each of the actions.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None

C. New Business

- 1. Approval of Revised Policies: Administrative Policies (PPLD Document #062624 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revisions to the following policies: #3101 – Public Comment at Meetings, #3102 – Minutes of Meetings, #3103 – Conflict of Interest, #3104 – Code of Ethics, #3105 – Information Management, #3106 – Diversity, #3107 – Whistleblower Protection, #3108 – FOIL Requests, #3201 – Theft, #3202 – Safety & Security; and that the following policy be rescinded as being duplicative with newly revised #4110 – Workplace Violent Prevention: #3203 – Workplace Hostility & Violence.
- **Moved/Seconded:** Spuhler, Hogg.
- **Discussion:** Board Development & Policy Committee Chair Fitzgibbons reviewed the changes.
- **VOTE:** 8 – 0 – 0

2. Approval of MOA (PPLD Document #062624 – 6)

- **Motion: MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document 062624 -#6A - Memorandum of Agreement with CSEA and authorize the President to sign said Agreement, covering years 2025 - 2027
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** Personnel Committee Chair Hogg reviewed the MOA.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

- A. Board Comment:** Nurre expressed his enthusiasm for the hiring of MacDermott, owing to his work with him at the Wappingers Central School District.
- B. Public Comment:** None.

Adjournment

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

The next regular monthly meeting of the Board of Trustees will be Wednesday, July 31, 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