

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 31, 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
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Nicholas MacDermott, Human Resources Officer
- 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 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after Operational Reports for the purpose of discussing disciplinary actions for specific individuals.
- **Move/Seconded:** Eagleton, Hogg.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. June 26, 2024 (PPLD Document #073124 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 26, 2024.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. June 2024 Financial Activity Report (PPLD Document #073124 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2024 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Gillis reported on Greene Fund distribution and debt service payments. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #073124 – 2.1)

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

Vouchers 69109 to 69317 in Warrant 20240731 totaling \$165,105.58

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

Vouchers 69080 to 69104 in Warrant 20240716 totaling \$149,861.08

- **Moved/Seconded:** Blazek, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** to be determined

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #073124 – 3)

- Lawrence reported on: a request to remove a book from circulation; personnel update; Big Read; video of Library; septic pumps being replaced by staff in the future; service, circulation & digital services growth; and Summer Reading program.

B. President's Report: President Blazek reminded trustees that they have 61 days to complete their annual training hours.

C. Board Committee Reports: None.

1. **Finance Committee:** Chairperson Ryan reported on committee discussions on: financial report review; the 2025 Budget; Signatories; and Bad Debt. Lawrence explained the CM Fund imbalance.

D. Friends of PPLD: None.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing disciplinary actions for specific individuals.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:37 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Nurre, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 7:59 p.m.)

VII. Board Action

A. Personnel Actions: (PPLD Document #073124 – 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
Anne Messley	Librarian I (FT)	Permanent Appointment	7/27/2024	N/A
Christine Bexley	Library Assistant Spanish Speaking (FT)	Permanent Appointment	7/27/2024	N/A
Karen Moksvold	Librarian I (FT)	Permanent Appointment	8/11/2024	N/A
Rebecca Gillis	Business Manager (FT)	Permanent Appointment	8/19/2024	\$85,000/yr
Obed Simbana Reyes	Security Guard (FT)	Resignation	8/2/2024	N/A
Matthew Darcy	Student Page (PT)	Resignation	7/27/2024	N/A
Diane Daversa	Senior Library Clerk (FT)	Retirement	10/1/2024	N/A
Jac-Quan Douglas	Security Guard	Termination (pursuant to CS Sec 75)	8/9/2024	N/A

- **Moved/Seconded:** Hogg, Eagleton.
- **Discussion:** MacDermott explained each of the actions. Lawrence requested an amendment to allow the hiring of a security guard before the next meeting and requesting that the Board approve it after the fact. The Board approved the amendment with a vote of 10 – 0 – 0.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None**C. New Business****1. Permission to Override the Tax Levy Limit (PPLD Document #073124 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.
- **Moved/Seconded:** Ferrer, Ryan.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

2. Resolutions Related to the Tentative 2024 Budget (PPLD Document #073124 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2025 Budget (PPLD Document #073124 – 6A) and the proposed 2024 General Election ballot language as reflected in the Certification (PPLD Document #073124 – 6B). Further, the Board of Trustees authorizes the Secretary to sign the Certification of trustees to stand for election as reflected in PPLD Document #073124 – 6C.
- **Moved/Seconded:** Hogg, Nurre.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

3. Approval of Policy: Workplace Violence Prevention Policy and Prevent Program (PPLD Document #073124 – 7)

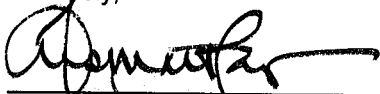
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #2112 – Bad Debt, as reflected in PPLD Document #073124 – 7A.
- **Moved/Seconded:** Ryan, Ferrer.
- **Discussion:** Trustee Ryan explained the revision.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment**A. Board Comment:** None.**B. Public Comment:** None.**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Hogg, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:10 p.m.

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