

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 25, 2024

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurra
- 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:** Eleven (11) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Hogg, Ryan.
- **VOTE:** 11 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. August 28, 2024 (PPLD Document #092524 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 28, 2024.
- **Moved/Seconded:** Nichols, Spuhler
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0

V. Approval of Financial Actions

A. August 2024 Financial Activity Report (PPLD Document #092524 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2024 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Gillis recommended that the supplement to the Lund Fund be deposited into the CM Fund and the Board consented.
- **VOTE:** 11 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092524 – 2.1)

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

Vouchers 69524 to 69752 in Warrant 20240926 totaling \$150,917.44

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

Vouchers 69519 to 69601 in Warrant 20240916 totaling \$150,206.64

- **Moved/Seconded:** Nichols, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Next Month's Warrant Review:** Nurre & Nichols

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092524 – 3)

- Vredenburg reported on: increased programming at SPD; Big Read; Dan Slepian in January; security at the Family Partnership; and the Vassar Warner home.
- Torres share about: Summer Reading Program; steady program attendance; visits from Summer Camps; new programming; and new staff.
- Lawrence reported on: Big Read challenges; authors; app for website; transitioning from EventKeeper to Library Marketplace; Map Passes to stay on EK; Trustee opening on Town ballot; the Preservation League; Vassar Nurses Alumni's collection of papers to be preserved; United Way Breakfast; Elevator software update; and patron issues at BRD.

B. President's Report: The Latvian National Library has an enormous People's Bookshelf that displays and allows to be borrowed books donated by each citizen. She would like to find a way to do something along those lines, but less space consuming, for our community.

C. Board Committee Reports (PPLD Document #092524 – 3.3)

1. **Personnel Committee:** Chairperson Hogg reported on committee discussions on: confidentiality around FMLA and disciplinary actions; policies; and climate survey.

D. Friends of PPLD: President Vazquez reported on: August sales figures; white table display for Big Read; the Holiday Sale Early Bird tickets; the Golden Gathering; a lunch for Gail on 11/18; Krieger School event; the Friend's bylaws; and Adriance Honors.

VII. Board Action

A. Personnel Actions: (PPLD Document #092524 – 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
Alex Nivel	Page (PT)	Probationary Appointment	9/26/2024	\$21.62/hr
Isabel Ramirez-Pagan	Library Assistant (PT)	Permanent Appointment	10/20/2024	N/A
Rukhshan Haque	Library Clerk (PT)	Probationary Appointment	10/22/2024	\$22.42/hr
Paris Newmaster	Library Clerk (PT)	Probationary Appointment	10/22/2024	\$22.42/hr
Julie Hayes	Page (PT)	Reclass from Student Library Worker to Page	9/28/2024	\$21.62/hr
Diana Carroll	Page (PT)	Reclass from Student Library Worker to Page	9/28/2024	\$21.62/hr

- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 11 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Action on Policies: FOIL Requests (PPLD Document #092524 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #3108 – FOIL Requests, as reflected in PPLD Document #092524 – 5A.
- **Moved/Seconded:** Eagleton, Ryan.
- **Discussion:** Lawrence explained the need for the change. Some discussion ensued.

- **VOTE:** 11 – 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:** McPhee, Moore.
- **Discussion:** None.
- **VOTE:** 11 – 0 – 0
- **Time of Adjournment:** 8:10 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 23, 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