

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of November 20, 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)

- Ben Gocker

FPPLD Representatives Present

- Norma Vazquez, President

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

- **Call to Order:** At 7:01 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** Executive Session added after New Business.
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. October 23, 2024 (PPLD Document #112024 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 23, 2024.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions**A. October 2024 Financial Activity Report (PPLD Document #112024 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2024 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Gillis reported on several items deposited into the General Fund as well as a disbursement from the debt service fund. Trustee Ryan reported on the status of the Greene Estate probate. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #112024 – 2.1)

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

Vouchers 70013 to 70230 in Warrant 20241121 totaling \$180,494.04

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

Voucher 69988 in Warrant 20241014 totaling \$10,000
 Vouchers 69990 to 70011 in Warrant 20241115 totaling \$132,505.67

And that the Board of Trustees authorizes the transfer of \$106,170.6 from the CM fund to the A Fund, which represents budgeted and approved expenses for the Third Quarter.

- **Moved/Seconded:** Nurre, Blazek.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** Spuhler &

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #112024 – 3)

- Lawrence reported on: performance reviews for staff; Manager retreat; Munis; Timekeeping software changes; training staff; Statistics; Summary of Manager reports; Big Read; and plans for Big Read 2025.
- Muir share about: Big Read programming; school participation; author visits; Andrew Aydin; professional development; Big Read yearbook; and Sweet Honey in the Rock.

B. President’s Report: None.

C. Board Committee Reports (PPLD Document #112024 – 3.3)

1. Personnel Committee: None.

D. Friends of PPLD: None.

VII. Board Action

A. Personnel Actions: (PPLD Document #112024 – 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
Employee 4800		FMLA Leave of Absence (Unpaid)	10/1/2024-10/30/2024 (Corrected return date)	N/A
Madeleine Thezan	Library Clerk (PT)	Permanent Appointment	12/1/2024	N/A
Kristin Charles-Scaringi	Librarian III (FT)	Permanent Appointment	12/8/2024	N/A
Nicholas MacDermott	Personnel Administrator (FT)	Permanent Appointment	12/15/2024	\$82,500/yr
Danielle Smith	Custodial Worker (FT)	Permanent Appointment	12/15/2024	N/A
Lillian Algozzine	Library Clerk (PT)	Permanent Appointment	12/15/2024	N/A
Andrew Wilson	Security Guard (FT)	Resignation	11/18/2024	N/A
Michael Rodriguez	Security Guard (FT)	Probationary Appointment	12/1/2024	\$46,952,yr

- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Action on Policies (PPLD Document #112024 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve revisions or confirm the following policies: #4101 – Hiring; #4102 – Performance Evaluations; #4103 – Grievances; #4104 – Flex 125 Plan; #4105 – Alcohol; #4107 – Employment Practices; #4108 – Volunteers; #4109 – Name Tags; #4111 – Travel; #4112 – Opioid Overdose Prevention; #4114 – Pandemic Policy; #4115 – Exposure Control.
- **Moved/Seconded:** Ryan, Nurre.

- **Discussion:** Lawrence explained each of the changes in the policies. Some discussion ensued.
 - **VOTE:** 8 – 0 – 0
2. **Approval of Revised Employee Handbook (PPLD Document #112024 – 6)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Employee Handbook as reflected in PPLD Document #112024 – 6A.
 - **Moved/Seconded:** Fitzgibbons, Spuhler.
 - **Discussion:** Lawrence summarized the changes. Some discussion ensued.
 - **VOTE:** 8 – 0 – 0
3. **Approval of Revised Policy (PPLD Document #112024 – 7)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to Policy #1101 – Patron Code of Conduct as reflected in PPLD Document #112024 – 7A.
 - **Moved/Seconded:** Ryan, Nichols.
 - **Discussion:** Lawrence explained the need for the revisions. Some discussion ensued.
 - **VOTE:** 8 – 0 – 0
4. **Approval of 2025 Operational Schedule (PPLD Document #112024 – 8)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2025 operational schedule as described in PPLD Document #112024 – 8A.
 - **Moved/Seconded:** Ryan, Nichols.
 - **Discussion:** Motion amended to include closing at 5pm on Monday, December 23, 2024 and Thursday, December 26, 2024.
 - **VOTE:** 8 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing personnel matters and potential litigation.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session began at 7:46 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0 (Executive Session ended at 7:56 p.m.)

VIII. Open Comment

A. **Board Comment:** None.

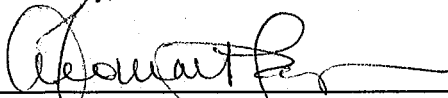
B. **Public Comment:** Morgan thanked the Board for allowing them to audit the meeting.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Eagleton.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 7:57 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 18, 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