

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of December 18, 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 6:48 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** New Business Item #121824 – 7 moved to the end of the New Business items with an Executive Session added right before it for the purpose of discussing non-CSEA salaries.
- **Move/Seconded:** Eagleton, Spuhler.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. November 20, 2024 (PPLD Document #121824 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 20, 2024.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions

A. November 2024 Financial Activity Report (PPLD Document #121824 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2024 Financial Activity as presented.
- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** Gillis reported on several transfers and donations received. Trustee Ryan reported on the status of the Greene Estate probate. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #121824 – 2.1)

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

Vouchers 70243 to 70411 in Warrant 20241219 totaling \$116,993.70

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

Vouchers 69770 to 70242 in Warrant 20241203 totaling \$10,343.84

And that the Board of Trustees authorizes the transfer of \$102,801.49 from the CM (Special Revenue) Fund to the A (General) Fund (see schedule of expenses in December packet).

And that the Board of Trustees authorizes the creation of a reserve for capital improvements in the amount of \$55,468.94 for the purpose of chiller replacement at Adriance.

- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0
- **Next Month’s Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #121824 – 3)

- Lawrence reported on: employee evaluations; the Manager Retreat; departing Trustees Mary Moore and Chip Hogg; statistics; Manager Reports and the Book Festival for 2025.

B. President’s Report: Thank you to Mary and Chip for their dedicated service. Thank you to Norma for all the work she has done with the Friends. Thank you to the staff for all the hard work they do all year. She wants to keep the People’s Bookshelf idea on everyone’s mind going forward, an she wants to keep a plan in place for finding a new Director when Tom decides it is time to retire.

C. Board Committee Reports: None.

D. Friends of PPLD: President Vazquez reported on the Holiday Sale; the December sale; the upcoming January sale; the Annual Meeting; the Volunteer Lunch; and an emergency call for one of their volunteers.

VII. Board Action

A. Personnel Actions: (PPLD Document #121824 – 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
William Ahlbach	Library Assistant (FT)	Permanent Appointment	12/28/2024	N/A
Megan McGuinness	Library Assistant (PT)	Permanent Appointment	1/11/2025	N/A
Michael Moloney	Custodial Worker (FT)	Permanent Appointment	12/29/2024	N/A
Kimani Henry	Student Worker (PT)	Reclass from Page (PT) to Student Worker (PT)	12/22/2024	\$16.00/hr

- **Moved/Seconded:** Ferrer, Eagleton.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Revised Collective Bargaining Agreement (CBA) (PPLD Document #121824 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document #121824 – 5A – Collective Bargaining Agreement and authorize the President to sign said Agreement, covering years 2025 – 2027.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** Lawrence explained the need for the changes in the contract for legal or clarification purposes. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

2. Approval of Revised FY2025 Budget (PPLD Document #121824 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District's 2025 budget as presented in PPLD Document #121824 – 6A.
- **Moved/Seconded:** Spuhler, Ryan.
- **Discussion:** Lawrence explained the budgetary process and the need for making periodic changes. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

3. Purchase Approval: Adriance Chillers (PPLD Document #121824 – 8)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize the expenditure of \$136,500 with HT Lyons for the purpose of chiller replacement at Adriance Memorial Library.
- **Moved/Seconded:** McPhee, Hogg.
- **Discussion:** Gillis explained the need for the money to replace two chillers. HT Lyons is the lowest bid and we already have a relationship with them. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

4. Agree to Terms of Donation (PPLD Document #121824 – 9)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the creation of the Millman Fund for the purposes and parameters described on the Fact Sheet.
- **Moved/Seconded:** Hogg, Ferrer.
- **Discussion:** Lawrence explained the background for this request.
- **VOTE:** 9 – 0 – 0

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing non-CSEA salaries.
- **Moved/Seconded:** Nurre, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 7:45 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:15 p.m.)

5. 2025 Official Designations (PPLD Document #121824 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the 2025 Official Designations as described in PPLD Document #112024 – 8A.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** Salaries will be as follows: Library Director \$146,890; Business Manager \$89,000; Human Resources Officer \$85,800; Secretary to the Director \$65,166; Student Workers \$17.50/hr.
- **VOTE:** 9 – 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:** Moore, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 22, 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