

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of January 22, 2025**

**Trustees Present**

- Dianne Blazek
- Sean Eagleton
- Mayra Fana
- Patricia Ferrer
- Moira Fitzgibbons
- Jonathan McPhee
- Sheila Newman
- 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 7:05 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee McPhee arrived at 7:23 p.m. and Trustee Ryan left at 7:54 p.m.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Ryan, Nurre.
- **VOTE:** 8 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** Lawrence explained many of the bylaws that are put forth in PPLD Document #012225.**IV. Approval of Previous Record/Meeting(s)****A. December 18, 2024 (PPLD Document #012225 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of December 18, 2024.
- **Moved/Seconded:** Blazek, Ferrer.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

**V. Approval of Financial Actions****A. December 2024 Financial Activity Report (PPLD Document #012225 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of December 2024 Financial Activity as presented.
- **Moved/Seconded:** Spuhler, Blazek.
- **Discussion:** Gillis reported on the Special Revenue transfer that occurred in December. She also informed the Board of a recent donation with the purpose of buying books for middle school aged children. The Board consented to deposit it into the Special Revenue Fund.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #012225 – 2.1)**

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

Vouchers 70481 to 70688 in Warrant 20250123 totaling \$128,678.17

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

Vouchers 70269 to 70476 in Warrant 20241231 totaling \$57,900.55

Vouchers 70477 to 70550 in Warrant 20250116 totaling \$150,953.15

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

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #012225– 3)**

- Lawrence reported on: Welcoming new and returning trustees; updates to the CSEA contract; MUNIS; Timekeeping modifications; Trustee Education; Heating issues at ADR and BRD; statistics; demand for collection items and digital content; attendance; manager reports; the Poughkeepsie Book Festival; and succession planning.
- Charles-Scaringi shared about: staffing; end of year processes; meetings – individual and departmental; spending time at Boardman; and succession planning.

**B. President’s Report:** There is still one open seat for the Martin Luther King breakfast on Friday if anyone wants to join. She would like magnet style name tags made for the Trustees to wear at events. She would like to thank Dianne for her years of service as President of the Board.

**C. Board Committee Reports: (PPLD Document #012225 – 3.3)**

1. **Finance Committee:** Trustee Ryan reported on committee discussions on: MUNIS; moving and reporting money; and collections activity.
2. **Personnel Committee:** Chairperson Spuhler reported on committee discussions on: Sexual Harassment policy; patron behaviors; post-retirement employment; and MUNIS training.

**D. Friends of PPLD:** President Vazquez reported on the December sale; the January sale; the upcoming February sale; the upcoming 10<sup>th</sup> Anniversary of the bookstore; and the need for using a different meeting room.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #012225 – 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
Donald Allen	Custodian (FT)	Probationary Appointment	2/9/2025	\$54,855/yr (Step 2)
Omar Bennerman	Custodian (FT)	Probationary Appointment	2/9/2025	\$53,690/yr (Step 1)
Andrew Follette	Custodian (FT)	Probationary Appointment	2/9/2025	\$53,690/yr (Step 1)
Ernst Wickham	Custodian (FT)	Probationary Appointment	2/9/2025	\$53,690/yr (Step 1)
Megan McGuinness	Librarian Trainee (PT)	Provisional Appointment	1/26/2025	\$32.44/hr
Employee 4747	N/A	CBA Article XVII Leave of Absence (Paid)	2/1/2025-5/1/2025	N/A

- **Moved/Seconded:** Ferrer, Blazek.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

**B. Unfinished/Old Business:** None.

**C. New Business:****1. Approval of Policy Modification: Sexual Harassment Protections (PPLD Document #012225 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the modified PPLD Policy #4106 – Sexual Harassment Protections as reflected in PPLD Document #012225 – 5A.
- **Moved/Seconded:** McPhee, Spuhler.
- **Discussion:** Lawrence explained the need for the changes. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

**2. Approval of Employee Handbook Addition: Post-Employment Retirement (PPLD Document #012225 – 6)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the addition to the Employee Handbook (215 Post-Retirement Employment) as reflected in PPLD Document #012225 – 6A.
- **Moved/Seconded:** Blazek, Nurre.
- **Discussion:** Lawrence explained the background behind the proposal. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

**3. Central Library Services Aid – Tentative 2025 Budget (PPLD Document #012225 – 7)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the submission of the 2025 Central Library Services Aid Budget, as detailed in PPLD Document #012225 – 7A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Ferrer, Blazek.
- **Discussion:** Lawrence explained how the process works, and that the funding could be cut by the State. Some discussion ensued.
- **VOTE:** 8 – 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:** Blazek, McPhee.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 8:08 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, February 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District