

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of February 26, 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 7:10 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Ferrer, Eagleton.
- **VOTE:** 10 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. January 22, 2025 (PPLD Document #022625 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of January 22, 2025.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**V. Approval of Financial Actions****A. January 2025 Financial Activity Report (PPLD Document #022625 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of January 2025 Financial Activity as presented.
- **Moved/Seconded:** Blazek, Spuhler.
- **Discussion:** Gillis reported on the 2024 fiscal year reaming open until the final audit. After the vote, she reported on the status of the fraudulent check, and plans for protection against future attempts.
- **VOTE:** 10 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #022625 – 2.1)**

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

Vouchers 70071 to 70917 in Warrant 20250227 totaling \$284,146.59

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

Vouchers 70690 to 70719 in Warrant 20250214 totaling \$152,688.94

- **Moved/Seconded:** McPhee, Nichols.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month’s Warrant Review:** McPhee & Nurre

**VI. Operational Reports**

**A. Administrative Reports & Statistics (PPLD Document #022625 – 3)**

- Torres reported on: the success of the Poop Museum program; the Whale and Dolphin Observatory, the Book Festival, the Summer Reading Program; other upcoming programs.
- Vredenburg spoke about: The Book Festival planning; the SPD Juneteenth program – documentary on Bayard Rustin; Safety Protocol planning for SPD; Protocols for Teen patrons.
- Lawrence shared about: Plan for staff if ICE; impact of Federal Budget recisions; collection item that was evaluated by a committee on the request of a patron; recent Incident Reports; Statistics; Celebrate the African Spirit; Big Read Authors; Jeff Shaara; Laurie Halse Anderson; Jewish Food Programs; Jewish programming restrictions; Little Free Library problems; and the Dutchess County Library Association Trustee Reception.

**B. President’s Report:** None.

**C. Board Committee Reports: (PPLD Document #022625 – 3.3)**

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions on: trustee elections; NYS Libraries recommended policies; and Youth Services policies.
2. **Planning Committee:** Chairperson Ferrer & President Fitzgibbons reported on committee discussions on: discussions with a consultant regarding future survey efforts and an expected proposal of services.

**D. Friends of PPLD:** None.

**VII. Board Action**

**A. Personnel Actions: (PPLD Document #022625 – 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 |
|----------------------|--|---------------------------------------|---------------------|--------|
| Kayleigh Hartnett    | Librarian I (FT)                             | Resignation                           | 3/21/2025           | N/A    |
| Bruce Sullivan       | Network Analyst (FT)                         | Retirement                            | 4/5/2025            | N/A    |
| Derek Allen          | Security Guard (FT)                          | Permanent Appointment                 | 3/1/2025            | N/A    |
| Kimani Henry         | Student Worker (PT)                          | Permanent Appointment                 | 2/26/2025           | N/A    |
| Employee 4782        | <i>Confidential as per Board of Trustees</i> | FMLA Leave (Intermittent)             | 1/21/2025-4/7/2025  | N/A    |
| Employee 4747        | <i>Confidential as per Board of Trustees</i> | FMLA Leave (Intermittent)             | 2/1/2025-5/1/2025   | N/A    |
| Employee 4588        | <i>Confidential as per Board of Trustees</i> | FMLA Leave (Intermittent)             | 1/22/2025-1/22/2025 | N/A    |
| Employee 4739        | <i>Confidential as per Board of Trustees</i> | CBA Article XVII Leave (Intermittent) | 2/7/2025-2/7/2026   | N/A    |

- **Moved/Seconded:** Ferrer, Spuhler.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

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

**C. New Business:****1. Approval of Policy Modification: Patron Code of Conduct (PPLD Document #022625 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revision to #1101 – A – Patron Code of Conduct, as reflected in PPLD Document #022625 – 5A.
- **Moved/Seconded:** Spuhler, McPhee.
- **Discussion:** McPhee & Lawrence explained the need for the changes. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

**2. Approval of Annual Friends Support for 2025 (PPLD Document #022625 – 6)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the annual statement of support provided by the Friends of the Poughkeepsie Public Library District in support of 2025 Library District programs and services, as described in PPLD Document #022625 – 6A.
- **Moved/Seconded:** Blazek, Eagleton.
- **Discussion:** Lawrence explained each of the items on the list.
- **VOTE:** 10 – 0 – 0

**3. Approval of 2025 Trustee Elections (PPLD Document #022625 – 7)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the election resolution, procedures, and timeline as described in PPLD Document #022625 – 7A, #022625 – 7B, #022625 – 7C.
- **Moved/Seconded:** Nurre, McPhee.
- **Discussion:** Lawrence explained the resolution that needs to be approved each year.
- **VOTE:** 10 – 0 – 0

**4. Approval of Lease Renewal (PPLD Document #022625 – 8)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the President to sign the lease with Market Street Properties, Inc. for the rental of property as described in the attached PPLD Document #022625 – 8A.
- **Moved/Seconded:** Blazek, Eagleton.
- **Discussion:** Gillis explained the history behind renting the parking lot.
- **VOTE:** 10 – 0 – 0

**VIII. Open Comment**

A. **Board Comment:** None.

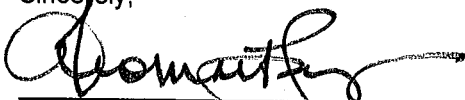
B. **Public Comment:** None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:13 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, March 26, 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