

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of March 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)

- Lisa Gill

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 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:** Eagleton, Ferrer.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. February 26, 2025 (PPLD Document #032625 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of February 26, 2025.
- **Moved/Seconded:** Blazek, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. February 2025 Financial Activity Report (PPLD Document #032625 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of February 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** Gillis reported on: the 2024 fiscal year, the audit, February tax revenue and a fund transfer. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #032625 – 2.1)

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

Vouchers 70937 to 71230 in Warrant 20250327 totaling \$114,327.29

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

Vouchers 70932 to 71106 in Warrant 20250317 totaling \$284,799.66

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #032625 – 3)

- Lawrence shared about: Immigration; Consulate on Wheels; La Guelaguetza; Institute of Museum & Library Services; Div. of Library Development; Grants to States; Trustee Reception on May 1st; Book Festival; the light pole at BRD; damage to the front steps at ADR; work on the Dome at ADR; Statistics; and MAP Passes.

B. President's Report: President Fitzgibbons noted that she is excited for the Book Festival and the free vouchers the Friends will be handing out.

C. Board Committee Reports: (PPLD Document #032625 – 3.3)

1. **Finance Committee:** Chairperson Eagleton reported on committee discussions on: accounting software moving to the cloud; fraud prevention; and the need to buy a new van.
2. **Planning Committee:** Chairperson Spuhler reported on committee discussions on: contract issues; and intermittent FMLA. MacDermott summarized committee discussions on updating the language for the sick bank provision in the contract.

D. Friends of PPLD: President Vazquez shared about: February sales; the March sale on gardening books; the upcoming April sale on biographies and records; an April 27th garden program at Locust Grove; Spelling Bee; Library Week cookies; Book Festival; and volunteers.

VII. Board Action

A. Personnel Actions: (PPLD Document #032625 – 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
Cassie Bailey	Public Information Officer (FT)	Resignation	3/21/2025	N/A
Michael Rodriguez	Security Guard (FT)	Termination	3/26/2025	N/A
John DeLuca	Microcomputer System Specialist (FT)	Provisional Appointment	3/27/2025	\$62,916/yr
Employee 4614	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	2/26/2025-2/25/2026	N/A
Employee 4820	<i>Confidential as per Board of Trustees</i>	FMLA Leave (Intermittent)	3/19/2025-12/31/2025	N/A
Alexander Paul Nivel	Page (PT)	Permanent Appointment	3/26/2025	N/A
Henry Barish	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Andrew Griemsmann	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Steven DeStefano	Library Assistant (FT)	Permanent Appointment	4/5/2025	N/A
Rukhshan Haque	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A
Paris Newmaster	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A
Maya Schubert	Library Clerk (PT)	Permanent Appointment	4/20/2025	N/A

- **Moved/Seconded:** Ferrer, Eagleton.
- **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 CBA Addendum: Revisions Related to Arrival Times and Sick Bank (PPLD Document #032625 – 5)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the CBA addendum attached as PPLD Document #032625 – 5A.
 - **Moved/Seconded:** Blazek, Eagleton.
 - **Discussion:** Lawrence explained each of the changes. Some discussion ensued.
 - **VOTE:** 10 – 0 – 0
2. **Approval of NYS Annual Report for Public and Association Libraries (PPLD Document #032625 – 6)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2024 Annual Report for Public and Association Libraries (PPLD Document #032625 – 6A).
 - **Moved/Seconded:** Eagleton, Spuhler.
 - **Discussion:** Some discussion ensued.
 - **VOTE:** 10 – 0 – 0
3. **Authorization to Sign Agreement: Tyler Technology Hosting Agreement (PPLD Document #032625 – 7)**
 - **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the web hosting agreement with Tyler Technologies as expressed in attached PPLD Document #032625 – 7A.
 - **Moved/Seconded:** McPhee, Blazek.
 - **Discussion:** Gillis explained the reasons for moving the finance data to the cloud. Some discussion ensued.
 - **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:** Nurre, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 7:48 p.m.

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