

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of April 23, 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)

- ☒ Mike Prentice, EFRF (remote)

FPPLD Representatives Present

- ☒ Norma Vazquez, President

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

- **Call to Order:** At 7:08 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Blazek, McPhee.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education:** Auditor Mike Prentice from the EFRF Group presented the 2024 Financial Statements, Supplementary Information and Independent Auditors' Report, answering questions after his presentation. Some discussion ensued.**IV. Approval of Previous Record/Meeting(s)****A. March 26, 2025 (PPLD Document #042325 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 26, 2025.
- **Moved/Seconded:** Nurre, Eagleton.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. March 2025 Financial Activity Report (PPLD Document #042325 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of March 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Blazek.
- **Discussion:** Gillis reported on: the 2024 fiscal year, the audit, tax revenue and repayment of loans.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #042325 – 2.1)

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

Vouchers 71014 to 71519 in Warrant 20250424 totaling \$137,637.64

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

Vouchers 71244 to 71337 in Warrant 20250416 totaling \$163,587.74

- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Ferrer & Newman

VI. Operational Reports**A. Administrative Reports & Statistics (PPLD Document #042325 – 3)**

- Lawrence shared about: Immigration; Consulate on Wheels; Institute of Museum & Library Services; Div. of Library Development; Grants to States; Book Festival; Jeff Urban; former Board members; appraisal of artwork; Addendums to contract with Union; and the Summer Reading program.

B. President's Report: President Fitzgibbons thanked everyone for their hard work with the Book Festival and the Consulate on Wheels.**C. Board Committee Reports: (PPLD Document #042325 – 3.3)**

1. **Planning Committee:** Fitzgibbons reported on committee discussions about: the proposal from Carol Gordon and the strategic plan.

D. Friends of PPLD: President Vazquez shared about: the April sale on biographies, motorcycles, and records; the upcoming May sale; the Mahjongg tournament on May 17; donating books; and planning the 10th Anniversary of the book store.**VII. Board Action****A. Personnel Actions: (PPLD Document #042325 – 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
Michele Muir	Development Officer (FT)	Permanent Appointment	4/14/2025	N/A
Michael Pena	Security Guard (FT)	Probationary Appointment	5/5/2025	\$48,478/yr Step 1
Hannah Ricottilli	Librarian II (FT)	Provisional Appointment	5/5/2025	\$67,837/yr Step 1
Andrew Morgan	Librarian II (FT)	Provisional Appointment	5/5/2025	\$70,743/yr Step 2 + 10YL

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

B. Unfinished/Old Business: None.**C. New Business:****1. Central Library Services Aid – 2024 Expenditure Report and 2025 Application (PPLD Document #042325 – 5)**

- **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 #042325 – 5A, to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Spuhler, Eagleton.
- **Discussion:** Lawrence explained the purpose of this document. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

2. Authorization to Sign Contract: Lawn and Snow Plowing – Boardman Road Branch Library (PPLD Document #042325 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the Finance Manager to sign the mowing and plowing agreement with New England Greenscapes as detailed in attached PPLD Document #042325 – 6A.
- **Moved/Seconded:** Blazek, Ryan.
- **Discussion:** Some discussion ensued.
- **VOTE:** 9 – 0 – 0

VIII. Open Comment

A. Board Comment: Dianne Blazek is moving away, so her last meeting as a trustee will be in June.

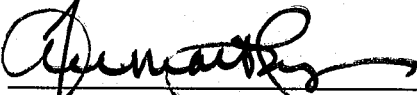
B. Public Comment: None.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:15 p.m.

The next regular monthly meeting of the Board of Trustees will be Thursday, May 29, 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