

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of July 23, 2025

Trustees Present

☒ Sean Eagleton
☒ Mayra Fana
☐ Patricia Ferrer
☒ Moira Fitzgibbons
☒ Jonathan McPhee
☒ Sheila Newman
☒ Deborah Nichols
☒ James Nurre
☒ Patricia Ryan
☒ Sophia Sciacca
☒ 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
☐ Daniel Minunni, Building Services Manager
☐ Michele Muir, Development Officer
☐ Gary Killmer, 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**CSEA Representatives Present**

☒ Caroline Moore
☒ Adia Overbey

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

- **Call to Order:** At 7:04 p.m., President Fitzgibbons called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call + Sophia Sciacca.
- **Additions/Changes to the Agenda:** Moved vote on Appointment of Trustee before Board Education and added an Executive Session before Personnel Actions.
- **Move/Seconded:** Eagleton, McPhee.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: None.**III. Board Education: None.****IV. Approval of Previous Record/Meeting(s)****A. June 25, 2025 (PPLD Document #072325 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of June 25, 2025.
- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. June 2025 Financial Activity Report (PPLD Document #072325 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of June 2025 Financial Activity as presented.
- **Moved/Seconded:** Eagleton, Nichols.
- **Discussion:** Gillis reported on the Greene disbursement; debt service payments; budget modifications; transfers and requested the Board accept a \$50 donation to the Summer Lunch program and place it in the Youth Programming line since we don't have a Summer Lunch line in the budget.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #072325 – 2.1)

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

Vouchers 70084 to 72192 in Warrant 20250724 totaling \$285,649.74
 Vouchers 72185 to 72186 in Capital Warrant 2025072B totaling \$33,247.50

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

Vouchers 71944 to 72020 in Warrant 20250716 totaling \$146,200.86

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

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #072325 – 3)

- Lawrence reported on: Summer Reading Kickoff; Rover requests; the Big Read; food programming with the Culinary; Historic Preservation Commission; Celebrating the African Spirit; Poughkeepsians: Artists, Eccentrics, and Weirdos; Shannon Butler's new historic tour; the Rotunda; the Jewel Geissinger-Ratzlaff Keynote Author Lecture; the Mid-Hudson road trip; and Board Education reminder.

B. President's Report: President Fitzgibbons observed that seeing security personnel watching the perimeter of the property may deter people from misbehaving on the property.

C. Board Committee Reports: (PPLD Document #072325 – 3.3)

1. **Board Development & Policy Committee:** Chairperson McPhee reported on committee discussions about: the policy grid; volunteers in the library; a volunteer coordinator; and the consent agenda plan.

Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to individual personnel.
- **Moved/Seconded:** Nichols, Eagleton.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session began at 7:37 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Spuhler, Sciacca.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0 (Executive Session ended at 7:56 p.m.)

VII. Board Action

A. Personnel Actions: (PPLD Document #072325 – 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 |
|----------------------|--|---|-----------------------|-------------|
| Nicholas MacDermott | Human Resources Officer (FT) | Resignation | 8/1/2025 | N/A |
| Elva Corbaton | Library Assistant (Spanish Speaking) FT | Reclassification | 7/27/2025 | \$63,681/yr |
| Donald Allen | Custodian (FT) | Permanent Appointment | 8/9/2025 | N/A |
| Omar Bennerman | Custodian (FT) | Permanent Appointment | 8/9/2025 | N/A |
| Andrew Follette | Custodian (FT) | Permanent Appointment | 8/9/2025 | N/A |
| Ernst Wickham | Custodian (FT) | Permanent Appointment | 8/9/2025 | N/A |
| Employee 4774 | <i>Confidential as per Board of Trustees</i> | FMLA Leave | 7/25/2025 – 9/21/2025 | N/A |
| Rose Lovell | Librarian II | Modification from FT to 4/5s (upon Employee request) | 7/27/2025 | \$60,984/yr |

- **Moved/Seconded:** Ryan, Nurre.
- **Discussion:** Lawrence explained each of the actions. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:**1. Appointment of Trustee (PPLD Document #072325 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District appoint Sophia Kozlowski Sciacca (Town) to the Board of Trustees term vacated by the resignation of Dianne Blazek until December 31, 2025.
- **Moved/Seconded:** Newman, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

2. Permission to Override the Tax Levy Limit (PPLD Document #072325 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District permits the Administration to prepare for public vote a budget that includes a tax levy that exceeds the growth factor as determined by the Office of the State Controller.
- **Moved/Seconded:** Spuhler, Newman.
- **Discussion:** Lawrence explained the tax cap and the reason for the override.
- **VOTE:** 10 – 0 – 0

3. Resolutions Related to the Tentative 2026 Budget (PPLD Document #072325 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed FY2026 Budget (PPLD Document #072325 – 7A) and the proposed 2025 General Election ballot language as reflected in the Certification (PPLD Document #072325 – 7B). Further, the Board of Trustees authorizes the Secretary to sign the Certification of trustees to stand for election as reflected in PPLD Document #072325 – 7C.
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** Lawrence explained the reasons for the higher budget, the tax cap formula, and the efforts made to keep the budget as low as possible. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

4. Resolutions Related to the Tentative 2026 Budget (PPLD Document #072325 – 8)

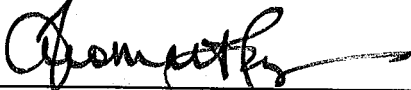
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off PPLD patron bad debt accumulated through December 31, 2017 totaling \$17,561.30 as reflected in PPLD Document #072325 – 8A.
- **Moved/Seconded:** Ryan, Newman.
- **Discussion:** Lawrence explained Bad Debt and the reason for writing it off. 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:** Spuhler, McPhee.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Time of Adjournment:** 8:20 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, August 27, 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