

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 24, 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

John DeLuca
 Caroline Moore

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:** Sciacca, McPhee.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. August 27, 2025 (PPLD Document #092425 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 27, 2025.
- **Moved/Seconded:** Spuhler, Ferrer.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions

A. August 2025 Financial Activity Report (PPLD Document #092425 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2025 Financial Activity as presented.
- **Moved/Seconded:** Newman, Ryan.
- **Discussion:** Gillis reported on money received from the Friends and a budget transfer. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092425 – 2.1)

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

Vouchers 72292 to 72623 in Warrant 20250925 totaling \$308,869.37

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

Vouchers 72430 to 72514 in Warrant 20250915 totaling \$161,682.21

And that the following transfers are approved:

Special Revenue

- Payroll Checking (BTOP) x 7743 – balance of \$275.08 to General Fund Money Market

Capital

- Designated Gifts & Grants x 1826 – balance of \$86.62 accounts to General Fund Money Market
- Capital Checking x 3213 – balance of \$38.83 to General Fund Money Market Administration upon the completion of the DASNY-funded capital improvements to the phones and Internet demark

And that the following donations are accepted and will be deposited into the Special Revenue (CM) Fund:

\$470 from the Mystery Monday Club in memory of former Club moderator Suzanne Christensen for mystery books

- **Moved/Seconded:** Nichols, Ryan.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 1 Trustee Newman abstained because she wasn't able to review the information in time.
- **Next Month's Warrant Review:** Fitzgibbons and Sciacca.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092425 – 3.0.X)

- Lawrence reported on: Carol Gordon; Civil Service reclassification; Dolly Parton Imagination Library project launch; Staff Development Day; Big Read; Jeff Shaara; James Patterson; Insurance Appraisal; Board Development Committee Chair; Adriance Honors; Hoopla and AI generated content; and Board Education.
- Charles-Scaringi spoke about: staff changes; new staff members; Central Hudson Boost boxes; and MHLS Road Trip statistics.

B. President's Report: 377 free meals were delivered by the Poughkeepsie City School District and given to children by Youth Services over the summer.

C. Board Committee Reports (PPLD Document #092425 – 3.3.X)

1. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: a new job description for and HR Officer; Sexual Harassment training; Homelessness training; the Organizational Assessment; and Staff Development Day.
2. **Finance Committee:** President Fitzgibbons & Gillis reported on committee discussions about: modernizing processes, and vendor self-service.

D. Friends of PPLD: President Vazquez reported on: August sale figures; September sale progress; October sale plans; Arlington Street Fair; the Golden Gathering; Adriance Honors; Memorial donations; the Holiday sale; Early Bird tickets; and James Patterson books on display.

VII. Board Action

A. Personnel Actions: (PPLD Document #092425 – 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
Madeleine Thezan	Library Clerk (PT)	Resignation	9/16/2025	N/A
Murphy Sorich	Library Clerk (PT)	Probationary Appointment	9/29/2025	\$23.15/hr
Sara Peargin	Library Clerk (PT)	Probationary Appointment	10/6/2025	\$23.15/hr
Gledis Ramos	Library Clerk (PT) – (Spanish Speaking)	Probationary Appointment	10/6/2025	\$25.12/hr

- **Moved/Seconded:** Ryan, McPhee.
- **Discussion:** Lawrence explained each of the actions.

- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policies: Parking, Materials Posting, Signatures, Reserve Funds (PPLD Document #092425 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed policies:
 - Policy #1103 – Parking, as reflected in PPLD Document #092425 – 5A
 - Policy #1202 – Materials Posting, as reflected in PPLD Document #092425 – 5B
 - Policy #2108 – Signatures, as reflected in PPLD Document #092425 – 5C
 - Policy #2114 – Reserve Funds, as reflected in PPLD Document #092425 – 5D
- **Moved/Seconded:** Eagleton, McPhee.
- **Discussion:** McPhee explained the parking policy changes. Lawrence explained the Materials Posting changes. Lawrence & Gillis explained the reasons for changing the two financial policies. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: Trustee McPhee asked if everyone was getting NYLA emails.

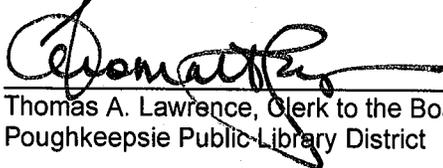
B. Public Comment: None.

Adjournment

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

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 22, 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