

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of December 17, 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**

- ☒ Karen Blovat
- ☒ Scoob DeStefano
- ☒ David Rudin
- ☐

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

- **Call to Order:** At 7:17 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:** Addition of an Executive Session after Public Comment.
- **Move/Seconded:** Ferrer, Spuhler.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** None.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. November 19, 2025 (PPLD Document #121725 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of November 19, 2025.
- **Moved/Seconded:** Newman, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. November 2025 Financial Activity Report (PPLD Document #121725 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of November 2025 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Gillis reported on the Special Revenue Fund, a scheduled debt service payment and expenses for the Dolly Parton Imagination Library and the Little Free Library murals. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #121725 – 2.1)**

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

Vouchers 73000 to 73305 in Warrant 20251218 totaling \$145,355.40

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

Vouchers 73115 to 73231 in Warrant 20251209 totaling \$20,151.38

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

\$10,000 from the Dyson Foundation for Children's programming

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

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #121725 – 3.0.X)

- Lawrence reported on: the Richard K. Wagner Inclusive Champion Award – congratulations to the staff and the Board for the hard work that resulted in this award; Hudson Valley Music Library Acquisitions; storage space; Civic Plus agenda program; Big Read questions; Collection statistics and Baker & Taylor closure; and the Dolly Parton Imagination Library.

### B. President's Report

- President Fitzgibbons thanks Norma for the great job she is doing leading the Friends, and commends Shannon Butler for a great presentation.

### C. Board Committee Reports (PPLD Document #121725 – 3.3.X)

1. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: CSEA exempt salaries; the organizational chart; manager stipends; Manager in Charge; traveling on a holiday; the Safety & Security Manual; and potential FMLA renewals.

- D. **Friends of PPLD:** President Vazquez reported on: the November sale; Internet sales; the Holiday Book Sale; the January sale; the Annual Meeting; money given to the Library District; and Locust Grove.

## VII. Board Action

- A. **Personnel Actions:** None.

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

- C. **New Business:**

1. **2026 Official Designations (PPLD Document #121725 – 5)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the 2026 Official Designations as described as PPLD Document 121715 – 5A.
- **Moved/Seconded:** McPhee, Nichols.
- **Discussion:** Lawrence gave a brief overview of the changes from last year. Some discussion ensued.
- **VOTE:** 9 – 0 – 0

## VIII. Open Comment

- A. **Board Comment:** None.

- B. **Public Comment:** None.

## Executive Session

- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters personnel matters.
- **Moved/Seconded:** Spuhler, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:04 p.m.)

- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:23 p.m.)

#### Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Newman.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:24 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, January 28, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District