

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of November 19, 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)**

☒ Carol Gordon, Consultant

**FPPLD Representatives Present**

☐ Norma Vazquez, President

**CSEA Representatives Present**

☒ Jeffrey Giancarlo  
☒ Yvonne Laube  
☒ Charlotte Marriott  
☒ Debora Shon

- I. **Call to Order, Roll Call, Additions to the Agenda**
- **Call to Order:** At 7:03 p.m., President Fitzgibbons called the meeting to order.
  - **Roll Call:** Eight (8) Trustees were present at time of roll call. Trustee Ferrer arrived at 7:27pm.
  - **Additions/Changes to the Agenda:** Addition of an Executive Session after Public Comment.
  - **Move/Seconded:** Eagleton, Newman.
  - **VOTE:** 8 – 0 – 0
- II. **Public Comment on Agenda Items:** None.
- III. **Board Education:** None.
- IV. **Approval of Previous Record/Meeting(s)**
- A. **October 22, 2025 (PPLD Document #111925 – 1)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of October 22, 2025.
  - **Moved/Seconded:** Ryan, Eagleton.
  - **Discussion:** None.
  - **VOTE:** 8 – 0 – 0
- V. **Approval of Financial Actions**
- A. **October 2025 Financial Activity Report (PPLD Document #111925 – 2)**
- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2025 Financial Activity as presented.
  - **Moved/Seconded:** Eagleton, Newman.
  - **Discussion:** Gillis reported on the general fund 3<sup>rd</sup> quarter reimbursement to the special revenue fund; the debt service fund; a budget amendment; and anticipated grant revenue & expenses. Some discussion ensued.
  - **VOTE:** 8 – 0 – 0

**B. Approval of Monthly Warrant (PPLD Document #111925 – 2.1)**

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

Vouchers 70753 to 73114 in Warrant 20251120 totaling \$278,404.36

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

Vouchers 72773 to 72977 in Warrant 20251107 totaling \$25,050.96

- **Moved/Seconded:** Eagleton, Sciacca.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month's Warrant Review:** Newman and Ferrer.

**VI. Operational Reports****A. Administrative Reports & Statistics (PPLD Document #111925 – 3.0.X)**

- Lawrence reported on: The Dolly Parton Foundation; the phone upgrade; the Friends Holiday sale; Trustee Education; and Baker & Taylor.
- Muir spoke about: The Big Read; Laurie Halse Anderson; school visits to more than 2,000 students, staff & administrators; 2400+ books distributed; comments shared by students and staff; and the Art Effect.

**B. President's Report**

- Carol Gordon went over her survey results, made recommendations, and answered some questions from the Board.

**C. Board Committee Reports (PPLD Document #111925 – 3.3.X)**

1. **Personnel Committee:** Chairperson Spuhler reported on committee discussions about: Library Director IV position; Civil Service changes; the HR Generalist position; CSEA exempt salaries; the new Safety Manual; protocol for marijuana use; and the Management Employment Conditions & Benefits Agreement.

**D. Friends of PPLD:** Lawrence reminded the Trustees about the Holiday Book Sale running Nov. 21-23 and the Annual Meeting on Dec. 7<sup>th</sup>.**VII. Board Action**

- A. Personnel Actions:** None.
- B. Unfinished/Old Business:** None.
- C. New Business:** None.

**VIII. Open Comment**

- A. Board Comment:** Trustee McPhee reminded the Board to respond to his email regarding committee assignments for next year.
- B. Public Comment:** None.

**Executive Session**

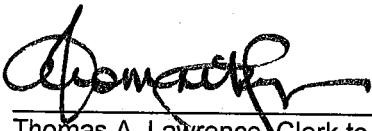
- **Motion:** Moved that the Board go into Executive Session for the purpose of discussing matters related to a performance evaluation.
- **Moved/Seconded:** Eagleton, Ferrer.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session began at 8:10 p.m.)
- **Motion:** Moved that the Executive Session be adjourned.
- **Moved/Seconded:** Newman, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0 (Executive Session ended at 8:30 p.m.)

## Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Newman, Sciacca.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Time of Adjournment:** 8:31 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, December 17, 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