

**KINGSTON LIBRARY BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING JANUARY 20, 2022  
Held Via Zoom Video Conferencing**

CALL TO ORDER at 6:36 PM by Ursula Inghem, President

**ROLL CALL**

**Board Members in Attendance:**

Ursula Inghem, President  
Jessica Clegg, Treasurer  
Ellen DiFalco, Secretary  
Joseph Braby  
Frances Cathryn Vigna  
Sarah Wenk

**Board Members Absent:**

Erica Brown  
Sara Franklin  
Maria Krein

**Others Present:**

Margie Menard, Library Director  
Addie Smock, Assistant Director  
Amy Michael, guest  
Matthew VanDerbeck, CPA & partner at UHY, LLP, 157 Stockade Drive, Kingston NY

**DISTRIBUTION**

Agenda, Board of Trustees (BOT) Meeting of January 20, 2022  
BOT Minutes, Meeting of December 16, 2021  
Executive Committee Report—Meeting of January 18, 2022  
Community Engagement Committee Report—Meeting of January 19, 2022  
Standards and Development Committee Report—Meeting of January 20, 2022  
Operations Committee Report—Meeting of January 6, 2022  
Highlights of Financial Documents January 14, 2022  
Balance Sheet as of December 31, 2021  
Budget Vs. Actual December 2021  
Voucher Report/Including Paid Pre-Audit for January 2022 Meeting  
Donation Activity Report for December 2021  
Budget Modifications No. 5, No. 6 and No. 7 of 2021  
Director's Report—January 20, 2022  
President's Report—January 20, 2022

**All meetings will be held via Zoom until further notice.**

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING—Motion:** Ursula Inghem, seconded by Jessica Clegg to approve agenda for the Board of Trustees (BOT) Meeting. Motion passed unanimously 6-0.

**AUDIT PRESENTATION—Matthew VanDerbeck of UHY, LLP gave an overview of the Library’s 2020 audit which will be presented as the final document. Overall, the Library’s finances are in good shape and his findings were favorable.**

**PUBLIC COMMENT—None**

**APPROVAL OF REGULAR BOARD MEETING MINUTES December 16, 2021—Motion:** Ursula Inghem, seconded by Joe Braby. Motion carried 6-0.

### **HIGHLIGHTS OF FINANCIAL DOCUMENTS**

Treasurer Jessica Clegg reviewed the Budget Modifications, Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which had been sent to board members in advance.

**Motion:** Jessica Clegg, seconded by Ursula Inghem, to approve Budget Modification No. 5 in the amount of \$1,000 to balance insurance policy expenses. Motion carried 6-0.

**Motion:** Jessica Clegg, seconded by Sarah Wenk, to approve Budget Modification No. 6 in the amount of \$350 to balance social security and worker’s compensation insurance line. Motion carried 6-0.

**Motion:** Jessica Clegg, seconded by Ursula Inghem, to approve Budget Modification No. 7 in the amount of \$1,550 to balance social security, worker’s compensation and medical insurance buyout lines. Motion carried 6-0.

**Motion:** Jessica Clegg, seconded by Joe Braby, to approve vouchers in the amount of \$20,304.79. Motion carried 6-0.

**Motion:** Jessica Clegg, seconded by Ursula Inghem, to approve Pre-Audit vouchers in the amount of \$4,972.45. Motion carried 6-0.

**Motion:** Jessica Clegg, seconded by Ursula Inghem, to accept donations in amount of \$1,517.75. Motion carried 6-0.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)**—President Ursula Inghem reported there had been an announcement in the recent newsletter on behalf of the FOKL to solicit members for leadership positions of the organization. The reorganizational meeting has been scheduled for February 8 at 6 PM. Addie Smock advised she is keeping a list of people who have expressed an interest in attending the meeting. Book donation days will be announced in the near future as well as the dates for the resurrected book sales.

**EXECUTIVE COMMITTEE** —The Executive Committee met on Tuesday, January 18 with President Ursula Inghem, Treasurer Jessica Clegg, Secretary Ellen DiFalco and Library Director Margie Menard present. The budget modifications, financials, and agenda were addressed.

**OPERATIONS COMMITTEE**—The Operations Committee met on Thursday, January 6 with Chairman Joe Braby, Jessica Clegg, Sarah Wenk, Ursula Inghem, Lisa Hayes of Butler Rowland Mays and Margie Menard present. Discussion continues on the Master Plan and the next meeting on January 27 will focus on hiring a construction manager. There has not been a resolve from Cornerstone Renovations or the bonding agent.

**LONG RANGE PLAN COMMITTEE**—No report

**COMMUNITY ENGAGEMENT COMMITTEE (CEC)**— Meeting of January 19 was held at 6 PM with Erica Brown and Ursula Inghem present. Discussion continued about “Turning Outward” and challenges anticipated by the community accepting the Master Plan project. A possible outdoor event in the spring is planned.

**STANDARDS AND DEVELOPMENT COMMITTEE**— Meeting of January 20 was held with Ursula Inghem, Ellen DiFalco, Frances Cathryn Vigna and Margie Menard present. The Reconsideration of Library Materials form will be offered for the board’s approval. Members will review the First Readings of Patron Code of Conduct and Collection Development policies. The policies will be offered as Second Readings and voted on at next month’s meeting. **(See Policies at end of Resolutions)**

## **PRESIDENT’S REPORT**

President Ursula Inghem reported she had attended two committee meetings during the month.

## **DIRECTOR'S REPORT**

Library Director Margie Menard offered that the Library is now open three evenings during the week. The governor has proposed general aid for libraries in her executive budget at \$96.1 million; library construction funding was decreased \$20 million and NYLA is hopeful that the restored funding will be at \$45 million. There will be an opportunity in the near future to participate in the annual advocacy event with our regional state legislators. Announcements of the event will be forthcoming.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)**—The previous County Legislature committee which oversaw the funding for Ulster County libraries (Legislative Programs, Education and Community Services) has been assigned to the Economic Development, Planning, Education, Employment, Arts and Agriculture committee.

**UNFINISHED/ OLD BUSINESS**—None

**NEW BUSINESS**— None

**PUBLIC COMMENT BY TRUSTEES**—

**ADJOURNMENT:** There being no further business to conduct, the meeting adjourned at 7:47 PM.

If any patron wishes to review the audio of this meeting they should contact Executive Director Margie Menard.

## RESOLUTIONS

01-2022-1: **Motion:** Jessica Clegg, seconded by Ursula Inghem, to approve Budget Modification No. 5 in the amount of \$1,000 to balance insurance policy expenses. Motion carried 6-0.

01-2022-2: **Motion:** Jessica Clegg, seconded by Sarah Wenk, to approve Budget Modification No. 6 in the amount of \$350 to balance social security and worker's compensation insurance line. Motion carried 6-0.

01-2022-3: **Motion:** Jessica Clegg, seconded by Ursula Inghem, to approve Budget Modification No. 7 in the amount of \$1,550 to balance social security, worker's compensation and medical insurance buyout lines. Motion carried 6-0.

01-2022-4: **Motion:** Jessica Clegg, seconded by Joe Braby, to approve vouchers in the amount of \$20,304.79. Motion carried 6-0.

01-2022-5; **Motion:** Jessica Clegg, seconded by Ursula Inghem, to approve Pre-Audit vouchers in the amount of \$4,972.45. Motion carried 6-0.

01-2022-6: **Motion:** Jessica Clegg, seconded by Ursula Inghem, to accept donations in amount of \$1,517.75. Motion carried 6-0.

01-2022-7: **Motion:** Ursula Inghem, seconded by Joe Braby, to approve Library construction legal services proposal submitted by Robert Schofield of Whiteman, Osterman and Hanna for the upcoming building project. Motion carried 5-1; Voting No: Ellen DiFalco.

01-2022-8: **Motion:** Ursula Inghem, seconded by Jessica Clegg, to approve the Request for Reconsideration of Library Material form. Motion carried 6-0.

**RESPECTFULLY SUBMITTED BY**  
**Ellen DiFalco, Trustee and Secretary**

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

## KINGSTON LIBRARY

If you wish to request reconsideration of library materials, please complete this form and return it to Director; Kingston Library, 55 Franklin Street, Kingston, NY 12401. **PLEASE NOTE:** Your request will be forwarded to the Kingston Library Board of Trustees and it will become a matter of public record, including your name and address.

1. **What kind of material are you commenting on: (e.g. book, video, magazine, etc.)** \_\_\_\_\_

2. **Please provide the following information on this material:**

**Title:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Copyright date:** \_\_\_\_\_ **Publisher/Producer:** \_\_\_\_\_

3. **Why did you select this item to read or view? Please explain:**

\_\_\_\_\_  
\_\_\_\_\_

4. **Before borrowing the book, did you read the dust jacket summary or leaf through the book? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If no, what parts did you read?** \_\_\_\_\_

\_\_\_\_\_

5. **Did you read, view or listen to the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If no, what parts did you read, view, or listen to?** \_\_\_\_\_

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6. To what in the book do you object? Why? (Please be specific, citing page numbers, etc; use other side if needed.)\_\_\_\_\_

7. What is the central theme of this book?\_\_\_\_\_

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8. Would anyone else, for any reason, find value or merit in the book? Why?

9. What do you feel might be the result of reading/listening to/viewing this material?

10. Would you recommend this material for a different age group or location? If so, please specify.\_\_\_\_\_

11. Can you suggest other material to take its place?

12. Have you read other books which depict or express the subject matter of this book in a manner which is acceptable to you? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what books?

13. Is there anything good about this work?\_\_\_\_\_

14. Are you aware of the judgment of this work by critics?

15. What specifically do you want the Kingston Library to do with this book?

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16. How would this improve the Kingston Library's service to the community?

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17. Have you read the Kingston Library System's Collection Development Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

18. Does any individual have the right to censor your reading, to tell you what you may or may not read?

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19. What other comments would you like to make?

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20. Do you have a borrower's card with the Kingston Library?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Patron Code of Conduct First Reading January 2022**

### **Library Behavior**

Kingston Library seeks to provide a safe, secure, and welcoming environment for patrons and staff. For that reason, behaviors that disrupt library services are not permitted. These rules apply to all public spaces in the library building and on library property outside the building. In order to maintain such an atmosphere, library users are expected to abide by the following guidelines:

- Any food or drink that is brought into the library for consumption must be removed or disposed of properly by the person who brought it in. NO food or beverages may be consumed at or near the computers.
- Use or exchange of tobacco, e-cigarettes, alcohol or illegal substances is prohibited.
- Pursuant to New York State Public Health Law Section 1399-o, smoking is prohibited in libraries. Further, smoking is prohibited within the fenced area outside the library building where hazardous to health second hand tobacco smoke can affect individual's health and where quality of the environment is decreased by the litter of cigarette butts and packages. Signs shall be displayed in appropriate smoke free areas to identify the smoke-free status of the area.
- Appropriate dress, including shoes and shirts must be worn in the library.
- Bicycles are not allowed in the library. Bicycle racks are provided on a first come first served basis. The library assumes no liability for damage or theft.
- Use of roller blades and skateboards is prohibited on library grounds.
- Selling, advertising, petitioning or soliciting for contributions or support is prohibited, except as authorized.
- Patrons are expected to abide by federal, state, and local laws, ordinances and regulations. Anyone found in violation of such will be reported to the proper authorities.

Disruptive behavior is prohibited. Disruptive behavior consists of actions which are illegal, or which infringe upon the rights of others using the library and/or disturb the tranquility of the library, or the proper activities of its staff and patrons. Disruptive behavior includes but is not limited to the following:

- Lewd behavior or sexual misconduct including exposure, offensive touching or sexual harassment of other patrons or staff.

- Any behavior involving an unwilling person, or inappropriate or indecent behavior with a child.
- Behavior that makes it impossible for another patron to continue using the library.
- Loud or boisterous behavior including loud talking, shouting, running or fighting.
- Misuse of library property.
- Profane, obscene or offense language directed at another person.
- Use of radios, stereos, video games, etc. without earphones.
- Verbal harassment of staff or patrons.
- Interference with library operations or other patron's use of the facilities though extremely poor personal hygiene.

Kingston Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research or study. This policy does not prohibit quiet conversations between patrons and/or staff members or conversation required to carry on library programs or business. It is designed to support a safe and reasonably quiet atmosphere where library patrons may use library materials and services without disturbance.

In the event of a serious infectious disease outbreak, Kingston Library will follow federal, state, and local guidelines, as well as industry best practices, to ensure the safety of our staff and patrons. Patrons are required to follow library policies as posted which may include, but are not limited to:

- Clean face masks that fully cover both the nose and mouth must be worn by all patrons, regardless of vaccination status, upon entering and at all times while in the Library. This includes all patrons age 2 and older. Children under 2 are not required to wear a mask.
- Patrons must observe social distancing of at least 6' from staff and other patrons.
- Limited time for computer usage.
- Time limits on library usage.
- Temporary capacity limits resulting in reduction of number of patrons allowed in the building.

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director or Department Head prior to entering the library to explore a reasonable accommodation. They can be reached at 845-331-0507.

## **Collection Development Policy First Reading January 2022**

### **Mission and Objectives**

The mission of the Kingston Library is to be a vital center in our diverse community that inspires lifelong learning and empowers our citizens by providing free and equal access to information, ideas, books, and technology. The Library will provide the community with quality staff, resources, programs and service. The Library recognizes these five main fields of responsibility are:

1. Establish the Kingston Library as a trusted center of information connecting the Kingston community with relevant resources for education, enrichment, empowerment, and entertainment
2. Provide well-designed experiences for all who connect with the Kingston Library by focusing on building and service plans that prioritize patrons and users of the library
3. Create a culture prioritizing diversity and inclusiveness of all members of the Kingston community in every aspect of the Library's operations
4. Promote the Library as central to the activities of all citizens of Kingston, and a place to engage and connect with others in the community as well as the larger world
5. Align the Library's efforts with the ongoing growth and progress of our community, and foster active and open communications with local leaders and organizations

### **Material Selection**

For a well-rounded collection, library staff select materials based on local and national demand, professional and popular media reviews, and recommendations from the public and other library staff, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of library users, rather than the academic and highly technical works collected by universities and other research institutions.

### **Criteria for Book Selection**

1. The Library will collect non-fiction primarily in subject areas of general interest to library patrons, including opposing viewpoints. Less emphasis will be placed upon, but will not exclude, other areas of non-fiction.

2. Attempts will be made to purchase best-selling fiction materials during the extent of their popularity.
3. Older titles may be purchased to fill gaps in series or to fill gaps in the collection as budgetary funds are available.
4. Patrons will be encouraged to utilize inter-library loan to access needed materials when this library does not have a particular title.
5. The number of copies of any title shall be dependent upon local patron demand.
6. It is not the responsibility of the Library to provide curriculum-supportive materials for students, including home schooled students.
7. The Library will not purchase textbooks but may purchase study guides.
8. Materials that will not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed for proselytizing, or purely propagandistic literature.
9. Addition of an item to the Library's collection in no way represents the Library's endorsement of any theory, idea or policy contained in the material.
10. Librarians will strive to find a review of items before considering them for purchase. Materials that receive poor reviews or no reviews may be purchased if there is local demand. No one publication or source is relied upon exclusively.
11. The director may delegate responsibility for selection to other staff members. The final authority for the determination of policy to guide the selection and acquisition of library materials rests with the Kingston Library Board of Trustees.
12. The Library will provide a wide selection of print, non-print, and electronic resources in order to serve a broad spectrum of users. Innovative formats will be acquired and made accessible as they are judged relevant to the collection and the community and as funds allow.

### **Requests for Reconsideration**

The Kingston Library Board of Trustees recognizes that individuals within the community have diverse interests, backgrounds, cultural heritages, social values and needs. The Board further recognizes that the library serves all people within the community regardless of age, race, national origin, or political or social views.

The library does not exclude books that are biased, partisan, or anti-social, or which may offend the tastes of some citizens for reasons of frankness of vocabulary or description, unless these books are also below our accepted standards of selection.

A balanced collection will represent all points of view on a subject, even those that might be considered extreme. The purchase of controversial items by the library does not constitute endorsement of the views expressed.

The Board believes that while anyone is free to reject for themselves materials of which they do not approve, this cannot be exercised to restrict freedom of others to read or inquire. Kingston Library supports the American Library Association's Library Bill of Rights and Freedom to Read statements.

Kingston Library serves people from many walks of life, with a variety of viewpoints and tastes. Materials are purchased to meet these diverse needs, believing that the right to read and the right of free access to library collections for people is essential to the individual's freedom of thought. It is the obligation of the public library to reflect within its collection differing points of view and a variety of types of writing. The Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author.

Consequently, it is inevitable that some patrons will find certain materials in the Library's collection objectionable. But, the Library belongs to the entire City of Kingston and has a responsibility to serve it in all its diversity. That responsibility includes providing materials that may be offensive to certain patrons.

The Library will attempt to present various points of view for controversial issues, but in no circumstance should it take a public stand. The Library's function is not to dictate, but rather to educate and provide materials from which patrons can make intelligent choices and decisions.

As a responsibility of our library service, books and other materials are chosen to cover a wide variety of subjects for the information, education, and enjoyment of the people of our community. No materials are to be excluded due to the race, nationality, political or religious views of the writer. No reading matter shall be removed from the library shelves because of doctrinal or social content.

Patrons or staff members who wish to request the reconsideration of library materials must complete and sign a Request for Reconsideration Form (See Appendix 1), which is available at the circulation desk. The form must be completely filled out, thus assuring the patron that his/her concern will be addressed by the appropriate library staff. Anonymous communications will not be honored. Action will only occur after the signed Request for Reconsideration Form is returned to the Library.

Once a completed Request for Reconsideration Form is returned to the Library, the board is notified and a formal process begins. During this process, the materials in question will remain in the Library's collection. The director, in conjunction with members of the board, will review the materials in question and make a decision. The board will forward a written response to the complainant.

## **Gifts**

The Friends of Kingston Library accept donations of materials in good condition which are sold to raise money for the Library.

By accepting gifts, Kingston Library assumes no special obligation to the donors or that the gift will be retained in perpetuity. Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Kingston Library, and may be given to other libraries and nonprofit agencies, sold at the Friends of Kingston Library book sale, or discarded at the discretion of Library staff. Donated materials which may be added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete. Gifts that do not meet the Library's selection criteria are disposed of in whatever way the Library sees fit.

The Library discourages conditional gifts, but the Board of Trustees may approve special arrangements. Upon request, the Library will provide the donor with an acknowledgement letter to serve as a tax receipt. The Library is not permitted to place a value on donations.

Due to the volume of gifts received, the Library cannot track or return unsolicited items received from publishers or individuals. The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

## **Weeding**

Materials which no longer meet the stated objectives of the Library, will be withdrawn from the collection. An item is considered for discard when it is:

- obsolete or outdated
- damaged or deteriorated
- no longer circulating
- one of many copies of a formerly popular title

The Library will follow the standards set forth in the latest edition of The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries as closely as possible. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library or recycled. Disposition of library materials weeded will be at the discretion of the director.