

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING FEBRUARY 17, 2022
Held Via Zoom Video Conferencing**

CALL TO ORDER at 6:34 PM by Ursula Inghem, President

ROLL CALL

Board Members in Attendance:

Ursula Inghem, President
Jessica Clegg, Treasurer
Joseph Braby
Sarah Wenk, Vice President
Erica Brown
Maria Krein
Frances Cathryn Vigna (joined 6:40)

Board Members Absent:

Sara Franklin

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Amy Mikel, student

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of February 17, 2022
BOT Minutes, Meeting of January 20, 2021
Executive Committee Report—Meeting of February 15, 2022
Community Engagement Committee Report—Meeting of February 1, 2022
Standards and Development Committee Report—Meeting of February 17, 2022
Operations Committee Report—Meeting of February 2, 2022
Highlights of Financial Documents for January 2022
Balance Sheet as of January 31, 2022
Budget Vs. Actual January 2022
Voucher Report/Including Paid Pre-Audit for February 2022 Meeting
Donation Activity Report for January 2022
Director's Report—February 17, 2022
President's Report—February 17, 2022

All meetings will be held via Zoom until further notice.

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

PUBLIC COMMENT—None

APPROVAL OF REGULAR BOARD MEETING MINUTES January 20, 2022—Motion: Ursula Inghem, seconded by Jessica Clegg. Motion carried 6-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

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

(Frances Cathryn Vigna arrives at 6:40PM.)

Motion: Jessica Clegg, seconded by Erica Brown, to approve pre-audit vouchers in the amount of \$7,874.54. Motion carried 7-0.

Motion: Jessica Clegg, seconded by Joe Braby, to approve vouchers in the amount of \$26,937.81. Motion carried 7-0.

Motion: Jessica Clegg, seconded by Maria Krein, to approve donations in the amount of \$26.05. Motion carried 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL)—President Ursula Inghem reports that the FOKL met on February 8th with several members of the current Friends and 5-6 people who are interested in being part of the leadership team. There will be a meeting next month on March 8 for general membership. There's a plan to start setting up a meeting schedule. FOKL is interested in working with the Community Engagement committee, particularly in helping with the opening of the instruments outside. Two members are committed to focusing on the book sales.

EXECUTIVE COMMITTEE —The Executive Committee met on Tuesday, February 15th on Zoom with President Ursula Inghem, Treasurer Jessica Clegg, Vice President Sarah Wenk, and Library Director Margie Menard

present. The budget modifications, financials, and agenda were reviewed and recommended for approval.

OPERATIONS COMMITTEE—The Operations Committee met on February 2, 2022, at 5:05pm on Zoom. Present were Joe Braby, Margie Menard, Ursula Inghem and Paul Mays and Lisa Mays from Rowland Butler and Mays. There were four items discussed: how to hire a construction manager, the building envelope proposal, minor changes to floor plan adjustments, and a review of Paul Mays' sample rendering.

LONG RANGE PLAN COMMITTEE—No report

COMMUNITY ENGAGEMENT COMMITTEE (CEC)—Erica Brown, chairperson, held a meeting on February 2nd. A major point of discussion was trustee recruitment. The group is talking about reaching different community partners through local venues, like Rough Draft and Tubby's in Kingston. There are plans to hold a Zoom engagement session at the end of March and to formulate ideas for a meet 'n greet.

STANDARDS AND DEVELOPMENT COMMITTEE—Ursula Inghem led the Standards and Development Committee on February 17th. It was decided that Frances Cathryn Vigna would become chairperson of the committee and will report moving forward. The committee discussed ways to create a pool of candidates for the upcoming election.

PRESIDENT'S REPORT

President Ursula Inghem attended all Committee Meetings. In addition, she spoke to Ellen DiFalco about her decision to resign as Trustee and Secretary, Ellen indicated that things were sort of twisted up and she felt leaving was the best decision for her. Ellen says she will support the referendum for the renovation bond.

As a note to all, since we now have only Seven (7) active Board members please make attending the Board Meetings a priority.

DIRECTOR'S REPORT

Director Margie Menard reported on current guidelines for Covid, and advises reading the advocacy guide.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)—No report.

UNFINISHED/ OLD BUSINESS—None

NEW BUSINESS— None

PUBLIC COMMENT BY TRUSTEES— None

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

02-2022-1: **Motion:** Jessica Clegg, seconded by Erica Brown, to approve pre-audit vouchers in the amount of \$7,874.54. Motion carried 7-0.

02-2022-2: **Motion:** Jessica Clegg, seconded by Joe Braby, to approve vouchers in the amount of \$26,937.81. Motion carried 7-0.

02-2022-3: **Motion:** Jessica Clegg, seconded by Maria Krein, to approve donations in the amount of \$26.05. Motion carried 7-0.

2-2022-4: **Motion:** Ursula Inghem, seconded by Erica Brown, to approve the current officers - President Ursula Inghem, Vice President Sarah Wenk, and Treasurer Jessica Clegg - as signatories on the library bank accounts. Motion carried 7-0.

02-2022-5: **Motion:** Ursula Inghem, seconded by Erica Brown, to approve a 2-month leave for Trustee Sarah Franklin (ending April 2022). Motion carried 7-0.

02-2022-6: **Motion:** Frances Cathryn Vigna, seconded by Jessica Clegg, to approve the Collection Development Policy. Motion carried 7-0.

02-2022-7: **Motion:** Frances Cathryn Vigna, seconded by Joe Braby, to approve the Patron Code of Conduct. Motion carried 7-0.

**RESPECTFULLY SUBMITTED BY
Jessica Clegg, Trustee and Treasurer**