

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING March 17, 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
Joseph Braby
Sarah Wenk, Vice President
Erica Brown
Maria Krein
Frances Cathryn Vigna

Board Members Absent:

Sara Franklin

Others Present:

Margie Menard, Library Director
Amy Mikel, student
Addie Smock, Assistant Director (joined at 6:51PM)
Gerry Harrington, Board Member Candidate

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of March 17, 2022
BOT Minutes, Meeting of February 2022, 2021
Executive Committee Report—Meeting of March 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 February 2022
Balance Sheet as of February 28, 2022
Budget Vs. Actual February 2022

Voucher Report/Including Paid Pre-Audit for March 2022 Meeting
Donation Activity Report for January 2022
Director's Report—March 17, 2022
President's Report—March 17, 2022
Bio of Gerry Harrington
Audit proposals (3)
Construction Manager Bid - Calgi

All meetings will be held via Zoom until further notice.

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING—Motion:

Ursula Inghem, seconded by Erica Brown to approve agenda for the Board of Trustees (BOT) Meeting. Motion passed unanimously 7-0.

PUBLIC COMMENT—Gerry Harrington introduces himself out of interest of becoming a Board member. He's been in communications for most of his career and has been a longtime supporter of the library and community.

APPROVAL OF REGULAR BOARD MEETING MINUTES February 17, 2022—Motion: Ursula Inghem, seconded by Sarah Wenk. Motion carried 7-0.

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.

Motion: Jessica Clegg, seconded by Sarah Wenk, to approve vouchers in the amount of \$22,885.77. Motion carried 7-0.

Motion: Jessica Clegg, seconded by Joe Braby, to approve pre-audit vouchers in the amount of \$10,529.61. Motion carried 7-0.

Motion: Jessica Clegg, seconded by Erica Brown, to approve donations in the amount of \$11.49. Motion carried 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL)—President Ursula Inghem reports that FOKL elected two officers, a president and vice president. There is currently not a secretary. FOKL is planning to participate in Kingston Clean Sweep. One member has offered to help with cleaning prior to the next book sale on April 2. They will be planning donation days following. Anyone who has time to help with clean-up's services are welcome.

EXECUTIVE COMMITTEE —The Executive Committee met on Tuesday, March 15, 2022 on Zoom with President Ursula Inghem, Treasurer Jessica Clegg, Vice President Sarah Wenk, Library Director Margie Menard present, and guest Ryan Chapman. Ryan presented on a proposal to apply for a new grant titled “Creatives Rebuild NY,” which would involve the Library as a fiscal sponsor. This two-year grant would support a series of multicultural reading events at the library and in the community. Ryan would be compensated through the grant. The committee also reviewed the audit proposals and suggest that the Board accept the low bid. The committee also discussed hiring a recording secretary. Jessica Clegg has been filling in in the interim.

OPERATIONS COMMITTEE—The Operations Committee met on March 3, 2022, on Zoom. Present were Joe Braby, Margie Menard, Ursula Inghem, Jessica Clegg, and Sarah Wenk. The group discussed the need for hiring a construction manager, and reviewed a bid. The group held a meeting on Wednesday, March 16 to discuss the submitted bid, from Calgi, with Paul Mays.

(Maria Krein had to drop off the call at 7:22PM)

LONG RANGE PLAN COMMITTEE—No report

COMMUNITY ENGAGEMENT COMMITTEE (CEC)—Erica Brown, chairperson, held a meeting on March 1, 2022. A major point of discussion was trustee recruitment, including an op-ed that Francis drafted and Margie contributed additions to. Margie will be sending her version of the draft back to Francis where Francis will add final touches. Margie will be recording a PSA at WKNY/Radio Kingston with Ida Hakkila for trustee recruitment.

STANDARDS AND DEVELOPMENT COMMITTEE—Frances Cathryn Vigna led the Standards and Development Committee on March 17th. They discussed recruitment practices for Board seats. They recommended that Gerry Harrington fill a place on the Board.

PRESIDENT'S REPORT

President Ursula Inghem attended all Committee Meetings. She reminded that the April meeting will likely be mandatory as in person.

DIRECTOR'S REPORT

Director Margie Menard reported on current mask procedures and recently joined the New York Library Association's Sustainability Committee. She also spoke of exploring accessibility products.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)—No report.

UNFINISHED/ OLD BUSINESS—None

NEW BUSINESS— None

PUBLIC COMMENT BY TRUSTEES— Joe Braby has been thinking about the teen room being a strong addition, and wants to make sure that it's rebuilt from prior to pandemic. Erica Brown remarks that she had a great time doing the radio interview with Margie Menard and would love to talk about how to engage the community. She is looking forward to filling the walls with more of the Kingston community. Sarah Wenk asks whether there is a recording of the Long Island library event.

ADJOURNMENT: There being no further business to conduct, the meeting adjourned at 7:52 PM.

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

RESOLUTIONS

03-2022-1: **Motion:** Jessica Clegg, seconded by Sarah Wenk, to approve vouchers in the amount of \$22,885.77. Motion carried 7-0.

03-2022-2: **Motion:** Jessica Clegg, seconded by Joe Braby, to approve pre-audit vouchers in the amount of \$10,529.61. Motion carried 7-0.

03-2022-3: **Motion:** Jessica Clegg, seconded by Erica Brown, to approve donations in the amount of \$11.49. Motion carried 7-0.

03-2022-4: **Motion:** Ursula Inghem, seconded by Jessica Clegg, for the library to serve as fiscal sponsor for Ryan Chapman's application for the grant: "Creatives Rebuild NY." Motion carried 7-0.

03-2022-5: **Motion:** Ursula Inghem, seconded by Sarah Wenk, to accept the bid of auditing firm, Nugent Hauesler, which was the lowest bid for 2021-23 financials. Motion carried 7-0.

03-2022-6: **Motion:** Ursula Ingham, seconded by Maria Krein, to approve hiring a paid recording secretary for taking meeting minutes. Motion carried 7-0.

03-2022-7: **Motion:** Joe Braby, seconded by Sarah Wenk, to approve the \$22,800 bid from Calgi for pre-referendum work pending success of the interview to be held by the Operations committee. Motion carried 6-0.

03-2022-8: **Motion:** Frances Cathryn Vigna, seconded by Erica Brown, to elect Gerry Harrington to fill the seat left by Ellen DiFalco. Motion carried 6-0.

RESPECTFULLY SUBMITTED BY
Jessica Clegg, Trustee and Treasurer