

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING April 21, 2022
Held Via Zoom Video Conferencing**

CALL TO ORDER at 6:35 PM by Ursula Inghem, President

ROLL CALL

Board Members in Attendance:

Ursula Inghem, President
Jessica Clegg, Treasurer, Acting Secretary
Joseph Braby
Sarah Wenk, Vice President
Frances Cathryn Vigna
Sara Franklin
Maria Krein (joined 6:52PM)
Gerry Harrington (joined 7:31PM)

Board Members Absent:

Erica Brown

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Heather Ohlson, President of Friends of Kingston Library

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of April 21, 2022
BOT Minutes, Meeting of March 17, 2022
Executive Committee Report—Meeting of April 19, 2022
Standards and Development Committee Report—Meeting of April 21, 2022
Operations Committee Report—Meeting of April 7, 2022
Highlights of Financial Documents for March 2022
Balance Sheet as of March 31, 2022
Budget Vs. Actual March 2022
Voucher Report/Including Paid and Pre-Audit for April 2022 Meeting
Donation Activity Report for March 2022

Director's Report—April 21, 2022
President's Report—April 21, 2022
Michele Eldon—professional materials

All meetings will be held via Zoom until further notice.

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

PUBLIC COMMENT—None.

APPROVAL OF REGULAR BOARD MEETING MINUTES March 17, 2022—
Motion: Ursula Inghem, seconded by Sara Franklin. 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.

Motion: Jessica Clegg, seconded by Joe Braby, to approve Budget Modification 2022-1, which increases the “Grants Other” income account and corresponding expense accounts for the Oral History project. Motion carried 6-0.

Motion: Jessica Clegg, seconded by Sara Franklin, to approve Budget Modification 2022-2, which increases the Restricted Donations income account and corresponding expense account to reflect the donation from Kathleen A. Cavano to purchase equipment for the Children’s Botanical Ensemble. Motion carried 6-0.

Motion: Jessica Clegg, seconded by Joe Braby, to approve vouchers in the amount of \$43,329.50. Motion carried 6-0.

Motion: Jessica Clegg, seconded by Sara Franklin, to approve pre-audit vouchers in the amount of \$8,032.10. Motion carried 6-0.

(Maria Krein joined 6:52PM)

Motion: Jessica Clegg, seconded by Frances Cathryn Vigna, to accept donations in the amount of \$1,971.87. Motion carried 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL)—Friends of Kingston Library President and Secretary Heather Ohlson reported on the book sale and other coming fundraising and community initiatives. The group is planning April 30 and May 14 as donation days, as well as supporting a mobile library for community events like the Kingston Farmers' Market. The group will be participating in the Clean Sweep event on May 7.

EXECUTIVE COMMITTEE —The Executive Committee met on Tuesday, April 19, 2022 on Zoom with President Ursula Inghem, Treasurer Jessica Clegg, Vice President Sarah Wenk, Library Director Margie Menard present. The group discussed the applicant for recording secretary.

OPERATIONS COMMITTEE—The Operations Committee met on April 7, 2022, on Zoom. Present were Joe Braby, Margie Menard, Gerry Harrington, Ursula Inghem, Jessica Clegg, and Sarah Wenk. It was a joining meeting with Community Engagement, and discussed the hiring of Calgi, as well as two proposals for an information specialist.

LONG RANGE PLAN COMMITTEE—No report

COMMUNITY ENGAGEMENT COMMITTEE (CEC)—The group discussed the information specialist proposals and narrowed down to two proposals.

STANDARDS AND DEVELOPMENT COMMITTEE—Frances Cathryn Vigna led the Standards and Development Committee on April 21. They discussed the open meetings law, and how the Board adapts. Frances put together a form email for Board recruitment that she encourages Board members to

adapt and send to contacts. She is also crafting social media posts about the Board.

PRESIDENT'S REPORT

President Ursula Inghem participated in a Radio Kingston program in March about the Big Read. She attended all committee meetings and swore in Gerry Harrington as a Board member.

DIRECTOR'S REPORT

Director Margie Menard reported the Big Read program, and the 'Mango Street comes to your street' program. She also discussed the Kingston Oral History Project, an effort to gather contemporary immigration stories from Kingston residents. The library website now has accessibility tools. The library will be starting its audit in May.

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 7:43 PM.

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

RESOLUTIONS

04-2022-1: **Motion:** Jessica Clegg, seconded by Joe Braby, to approve Budget Modification 2022-1, which increases the "Grants Other" income

account and corresponding expense accounts for the Oral History project. Motion carried 6-0.

04-2022-2: **Motion:** Jessica Clegg, seconded by Sara Franklin, to approve Budget Modification 2022-2, which increases the Restricted Donations income account and corresponding expense account to reflect the donation from Kathleen A. Cavano to purchase equipment for the Children's Botanical Ensemble. Motion carried 6-0.

04-2022-3: **Motion:** Jessica Clegg, seconded by Joe Braby, to approve vouchers in the amount of \$43,329.50. Motion carried 6-0.

04-2022-4: **Motion:** Jessica Clegg, seconded by Sara Franklin, to approve pre-audit vouchers in the amount of \$8,032.10. Motion carried 6-0.

04-2022-5: **Motion:** Jessica Clegg, seconded by Frances Cathryn Vigna, to accept donations in the amount of \$1,971.87. Motion carried 7-0.

04-2022-6: **Motion:** Ursula Inghem, seconded by Sarah Wenk, to hire recording secretary Suzanne Campise. Motion carried 5-0, 1 (Jessica Clegg) abstained.

04-2022-7: **Motion:** Ursula Inghem, seconded by Jessica Clegg, to hire Michele Eldon for the position of information specialist. Motion carried 6-0.

RESPECTFULLY SUBMITTED BY
Jessica Clegg, Trustee and Treasurer