

**KINGSTON LIBRARY BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING May 19, 2022  
Held Via Zoom Video Conferencing**

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

Introduction of Suzanne Campise, Recording Secretary

**ROLL CALL**

**Board Members in Attendance:**

Ursula Inghem, President  
Sara Wenk, Vice President  
Jessica Clegg, Treasurer  
Joseph Braby  
Erica Brown  
Frances Cathryn Vigna  
Maria Krein (joined 6:39pm)

**Board Members Absent:**

Sarah Franklin  
Gerry Harrington

**Others Present:**

Margie Menard, Library Director  
Suzanne Campise, Recording Secretary  
Addie Smock, Assistant Director  
Heather Ohlson, President of Friends of Kingston Library

**DISTRIBUTION**

Agenda, Board of Trustees (BOT) Meeting of May 19, 2022  
BOT Minutes, Meeting of April 21, 2022  
Executive Committee Report—Meeting of May 17, 2022  
Operations Committee Report—Meeting of May 5, 2022  
Community Engagement Committee Report – Meeting of May 3, 2022  
Highlights of Financial Documents (corrected) – May 17, 2022  
Corrected Balance Sheet as of April 30, 2022  
Corrected Budget vs. Actual Summary – January through April 2022  
Corrected Budget vs. Actual – January through April 2022  
Budget Modification 2022-3  
Budget Modification 2022-4  
Corrected Voucher Report – for May 2022 Meeting  
Voucher Report/ Including Paid Pre-Audit – for May 2022 Meeting  
Donation Activity Report for April 2022  
Capital Checking Transactions – as of April 30, 2022  
Operating Checking Account Transactions – as of April 30, 2022  
President’s Report – May 19, 2022

Director's Report – May 19, 2022  
Children's 2022 Oceans of Possibilities Summer Reading Program Schedule

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING-** President Ursula Inghem discussed two minor changes to June schedule: 1) Changes Standards and Development Committee to 5:15pm from 5:30p. The members are aware of the time change. 2) The reason is because at 6pm there will be the awarding of the Martin Laforse Scholarship, followed by the regular meeting at 6:30pm. Motion: Ursula Inghem, seconded by Sarah Wenk, to approve agenda for the Board of Trustees (BOT) Meeting with 2 changes. Motion approved unanimously 7-0.

**PUBLIC COMMENT** – None.

**APPROVAL OF REGULAR BOARD MEETING MINUTES** – April 21, 2022. **Motion:** Ursula Inghem, seconded by Sarah Wenk, to approve April 21, 2022 minutes with amendment to the financials. Motion approved unanimously 7-0.

**HIGHLIGHTS OF FINANCIAL DOCUMENTS**

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

**Motion:** Jessica Clegg, seconded by Erica Brown, to approve Budget modification 2022-3. Motion carried unanimously 7-0

**Motion:** Jessica Clegg, seconded by Joseph Braby, to accept Budget Modification 2022-4 . Motion carried unanimously. 7-0

**Motion:** Jessica Clegg, seconded by Erica Brown, to accept vouchers in the amount of \$17,849.82. Motion carried unanimously. 7-0

**Motion:** Jessica Clegg, seconded by Joseph Braby to approve the pre-audit vouchers in the amount of \$8,032.10. Motion carried unanimously. 7-0

**Motion:** Jessica Clegg, seconded by Erica Brown, to accept the donation activity of \$787.09 for April. Motion carried unanimously. 7-0

A question was posed about the library charges on the Budget vs. Actual (line 6):

- Margie answered that the library charges are things that cross the circulation desk, such as a replacement charge for a lost book or a lost disk. The library no longer charges overdue fines, but they do charge replacement costs

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)** – Heather Ohlson shared about past events, such as the Clean Sweep and Music Garden dedication, which was greatly appreciated and had great coverage through Hudson Valley One. The team is working on membership, documentation, branding. The team is also working on ways more strategic in asks, develop committee or task structure to have volunteers. Heather encouraged board members and friends

to “like” and “share” FOKL Facebook posts. Margie expressed thanks to this group for their energy.

### **COMMITTEE REPORTS**

**EXECUTIVE COMMITTEE** – The Executive Committee met on May 17, 2022 and discussed the need for another Board Member and the immediate need to replace Jessica as Treasurer. Coverage is needed July-September. Commitment includes: looking over financials, bring information to the Bookkeeper, and attending Executive Committee meetings. Sarah Wenk and Maria Krein will split this responsibility: Sarah can attend meetings and Maria will double-check financials. The group discussed ideas for spreading the word and potential names to seek out other Board members. There will be 5 open seats in September and Board members will need to apply in July.

**Motion:** Ursula Inghem, seconded by Jessica Clegg, to move \$294,252 from the Operating Fund Balance to the Operating Capital Reserve. This earmarks that money for capital projects. It also reduces the operating fund balance that could be seen as unnecessary or excessive. Motion carried unanimously 7-0.

Ursula also discussed the Ad Hoc Bond Referendum Committee and has appointed Sarah Wenk, Joe Braby, Gerry Harrington, and herself to serve on it. This committee will work directly with Michele Eldon on the information campaign leading up to the bond vote on September 20th and will serve as liaisons to the Executive, Operations, and Community Engagement Committees for the bond campaign. Members of the Friends of Kingston Library and the larger community will also be recruited for this committee. This Ad Hoc Committee will start next Wednesday at 6pm.

**OPERATIONS COMMITTEE** – Joseph Braby reported that the Operations Committee met May 5, 2022 with Sarah Wenk, Jessica Clegg, Margie Menard, Ursula Inghem, and Joe Braby. The group reviewed the updated Letter of Agreement with Michele Eldon as Information Specialist and discussed the formation of an Ad Hoc Committee to work with her. In addition, they discussed the Construction Manager contract.

**COMMUNITY ENGAGEMENT-** Erica Brown reported that the committee met on May 3, 2022. Present were Erica, Sara F., Margie, Ursula, and Gerry. Community Engagement fits in to Michelle’s contract and getting the Bond Vote out. The Ad Hoc Committee will also play a role. Erica encouraged Board members to sign up for Kingston Library Newsletter. Community Engagement with the Kingston Farmers Market was also discussed.

**STANDARDS AND DEVELOPMENT** – Frances Cathryn Vigna reported on the Standards and Development Committee which met on May 19, 2022. The group discussed Board recruitment and is working reviving on an OpEd piece to get published, and solicited information for social media posts and scheduling with Addie Smock. Frances will also email local organizations to help spread the word. There is a new videoconferencing resolution policy. Text of the proposed resolution to allow for Trustees to attend meetings via videoconference in accordance with NYS law is included in the minutes for a first reading to be discussed in June. Details are

here: [https://www.nycom.org/images/documents/Open\\_Meetings\\_Law\\_2022\\_Amendments\\_-](https://www.nycom.org/images/documents/Open_Meetings_Law_2022_Amendments_-)

[New Videoconference Procedures - May 17 2022.pdf](#) . See Appendix for a First Read.  
The draft is from Highland Library, who has the same attorney as Kingston Public Library.

**PRESIDENT’S REPORT-** President Ursula Inghem received a letter from the MidHudson Library System. Looking for board members. The term is for 5 years; meetings are at various times and various places. If interested, the letter will be with Margie Menard. Ursula attended all the committee meetings, a radio program with Margie, the dedication of the Musical Garden, and a meeting with Jennifer O’Donnell and Barbara Sarah, about the Martin La Force Scholarship. It was agreed that it would best to formalize the process with written guidelines. There will be a separate meeting to discuss this year’s applications.

**DIRECTOR’S REPORT** – Margie Menard expressed thanks to FOKL for the Margaret Cavano Memorial Children’s Music Garden on Friday May 13<sup>th</sup>. She also discussed the Kingston Oral History Project (<https://www.kingstonlibrary.org/kingston-immigrant-oral-history-collection/>) in partnership with the Rehr Center as well as the Big Read Hudson Valley coordinated by Bard College. Staff have been putting together Summer Reading Program events for readers of all ages. Upcoming announcements include the first meeting of the Kingston Library Bond Campaign Committee will be next Wednesday evening May 25<sup>th</sup>, as well as the 2021 audit in May.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** –Margie reported the successful Woodstock bond vote allowing them to relocate and expand library services to the Woodstock community after many years of various renovation and expansion proposals.

**UNFINISHED/ OLD BUSINESS** – None

**NEW BUSINESS** -

**PUBLIC COMMENT BY TRUSTEES** -

- will be 97 degrees on Saturday.
- Radio Kingston will have a free “Sprummer” event (Spring & Summer) on June 11<sup>th</sup> 1-5pm. CCE performing, My Kingston Kids, food, bubbles, fun!

**AJOURNMENT:** There being no further business to conduct, the meeting adjourned at 7:36pm.

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

**RESOLUTIONS**

05-2022-1: **Motion:** Jessica Clegg, seconded by Erica Brown, to approve Budget modification 2022-3. Motion carried unanimously 7-0

05-2022-2: **Motion:** Jessica Clegg, seconded by Joseph Braby, to accept Budget Modification 2022-4 . Motion carried unanimously. 7-0

05-2022-3: **Motion:** Jessica Clegg, seconded by Erica Brown, to approve vouchers in the amount of \$17,849.82. Motion carried unanimously. 7-0

05-2022-4: **Motion:** Jessica Clegg, seconded by Joseph Braby to approve pre-audit vouchers in the amount of \$8,032.10. Motion carried unanimously. 7-0

05-2022-5: **Motion:** Jessica Clegg, seconded by Erica Brown, to accept the donation activity of \$787.09 for April. Motion carried unanimously. 7-0

05-2022-6: **Motion:** Ursula Inghem, seconded by Jessica Clegg, to move \$294,252 from the operating fund balance to the operating capital reserve. Motion carried unanimously 7-0.

**Respectfully Submitted by**  
**Suzanne Campise, Recording Secretary**

**APPENDIX**  
**KINGSTON LIBRARY BOARD OF TRUSTEES RESOLUTION**

KINGSTON LIBRARY  
BOARD OF TRUSTEES

**RESOLUTION**

At a duly called meeting of the Board of Trustees of the Kingston Library, upon a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, the following resolution was placed before the Board of Trustees:

WHEREAS, in accordance with the recently amended Public Officers Law (L.2022, Ch. 56, part WW), the Board of Trustees of the Kingston Library called and held a public hearing on [\_\_\_\_\_] , 2022 on whether to allow for expanded use of video conferencing to conduct meetings of the Board of Trustees [and its committees], and

WHEREAS, the Board of Trustees believes that expanding the use of videoconferencing to facilitate the attendance at meetings by Trustees and committee members who cannot otherwise be present is desirable, now, therefore, be it

RESOLVED, that, pursuant to the New York State Open Meetings Law, the Board of Trustees authorizes the conduct of its meetings [and those of its committees] by videoconferencing in accordance with the following requirements governing member and public attendance, consistent with such law:

- Trustees are expected to be physically present at meetings at a location or locations open to the public provided, however, that a Trustee who is unable to be physically present at a meeting due to Extraordinary Circumstances may participate by videoconferencing from a location that is not open to the public in accordance with these procedures.
- Videoconferencing technology must allow the public to hear and view the open meeting and, where public participation is authorized, to participate.
- Public notice of meetings using videoconferencing must be provided on the Kingston Library website and shall include, in addition to any other notice requirements for its meetings, a statement that videoconferencing will be used; directions on how the meeting may be viewed and, where permitted, how the public may participate; where required documents and records will be made available; and the physical location(s) for the meeting where public can attend.
- “Extraordinary Circumstances” includes the following: disability, illness, caregiving responsibilities, and significant or unexpected factors or events which preclude the Trustee’s physical presence at the meeting. A Trustee with extraordinary circumstances who wishes to attend a meeting by videoconference must notify the President and executive Director as soon as practicable, but in no event later than [three (3)] days before the meeting.
- A Trustee participating by videoconference may participate in the meeting and vote, however, only Trustees who are physically present at locations open to the public shall be counted toward meeting quorum requirements. Meeting minutes shall record Trustees who are present for quorum purposes, present by videoconference, and absent.
- A meeting using videoconferencing must be recorded and then posted or link provided on the Kingston Library website within five days of the meeting. The recorded meeting must remain so available for at least five years.

- This policy will remain in effect during the effective period of the provisions L.2022, Ch. 56, part WW, §4 and as that law may be extended.

and be it further,

RESOLVED, that the Executive Director take such necessary and desirable to implement this resolution and that they conspicuously post this resolution on the Library's website.

Vote: \_\_\_\_\_ - In Favor  
\_\_\_\_\_ - Opposed  
\_\_\_\_\_ - Abstentions

\_\_\_\_\_  
[\_\_\_\_\_], Secretary