

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JUNE 16, 2022
Held Via Zoom Video Conferencing**

Presentation of Martin LaForse Memorial Scholarship by Barbara Sarah & Jennifer O'Donnell

CALL TO ORDER at 6:31PM by Ursula Inghem, President

ROLL CALL

Board Members in Attendance (9):

Ursula Inghem, President
Sara Wenk, Vice President
Jessica Clegg, Treasurer
Maria Krein
Gerry Harrington
Sarah Franklin
Frances Cathryn Vigna
Joseph Braby
Erica Brown

Board Members Absent:

None

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Heather Ohlson, President of Friends of Kingston Library (FOKL)
Suzanne Campise, Recording Secretary
Stephanie Kearns, prospective Board member
Lisa Lerner, prospective Board member

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of June 16, 2022
BOT Minutes, Meeting of May 19, 2022
Community Engagement Committee Report – Meeting of May 3, 2022
Highlights of Financial Documents – June 10, 2022
Balance Sheet as of May 31, 2022
Budget vs. Actual Summary – January through May 2022
Budget vs. Actual – January through May 2022
Voucher Report – for June 2022 Meeting
Voucher Report/ Including Paid Pre-Audit – for June 2022 Meeting
Donation Activity Report for May 2022
Executive Committee Report—Meeting of June 14, 2022
For Review – 2023 Working Budget

Bond Campaign Proposed Budget
Operations Committee Report—Meeting of June 9, 2022
Draft Referendum Budget Cover Letter
Kingston Library Building Summary 06092022
Kingston Library Project Summary REV 06092022
Thumbnail_Kingston Exterior - Final
President's Report – June 16, 2022
Capital Checking Transactions – as of May 31, 2022
Operating Checking Account Transactions – as of May 31, 2022
Director's Report – June 16, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Sara Franklin, to approve agenda for the Board of Trustees (BOT) with the change that the Martin LaForce Memorial Scholarship will be moved to next month - July. Motion approved unanimously 9-0.

PUBLIC COMMENT

Ursula Inghem shared that Sara Franklin will be resigning from the Board by September 2022. Stephanie Kearns and Lisa Lerner, both prospectives, introduced themselves and why they are interested in this role as a Board Members.

APPROVAL OF REGULAR BOARD MEETING MINUTES – May 19, 2022. Motion: Ursula Inghem, seconded by Erica Brown, to approve May 19, 2022 minutes as presented. Motion approved unanimously 9-0.

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. There are no proposed budget modifications this month. This is Jessica's last meeting as Treasurer since she is moving out of the City of Kingston.

Motion: Jessica Clegg, seconded by Gerry Harrington, to accept vouchers in the amount of \$29,058.65. Motion carried unanimously 9-0.

Motion: Jessica Clegg, seconded by Gerry Harrington, to approve the pre-audit vouchers in the amount of \$4,741.68. Motion carried unanimously 9-0.

Motion: Jessica Clegg, seconded by Gerry Harrington, to accept the donation activity of \$14.46 for May. Motion carried unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Heather Ohlson reported that they have put new financial processes in place, including: a debit card for the Executive Director to use as needed; staff funding requests for community programming, and membership levels and donation process through their website. They are working on event planning, rebranding, and social media promotion, which Heather invited the Board to support. The FOKL will be tabling at The Farmer's Market and providing resources to the Free Library at St. John's Episcopal

Church. At this time, they do not have a member to be present to the Ad Hoc Committee, but FOKL is in full support and can help with specific projects and outreach for the referendum, as needed. FOKL is planning a staff appreciation event by the beginning of the school year. Ursula recommended that Board Members to join FOKL. Officers of FOKL cannot be officers of BOT, and visa-versa. FOKL members can consist of people who live outside of the City of Kingston.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE – The Executive Committee met on June 14, 2022, and discussed the financials, the need for Trustees, and the draft budget presented to the Board.

Motion: Ursula Inghem, seconded by Joseph Brady, that the First Draft of the 2023 Operating Budget be presented for review. Most of the increases in the budget are in due to personnel increases for a minimum of \$15/hour, and other staff proportionately. Margie added information about the tax levy. There was a discussion about minimum wage. The budget will need to be approved at July meeting so the tax levy can be placed on the ballot in September.

AD HOC CAMPAIGN COMMITTEE – The Ad Hoc Campaign Committee met on June 8, 2022 and discussed the renderings from architects Butler Rowland Mays and the budget numbers from Calgi Co.construction management company. The first priority to get everything printed by July 1st for the mailer.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the Bond Vote Campaign Budget in the amount of \$11,255.00 for promotional materials for the mailer. Motion carried unanimously 9-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on June 9, 2022. The group discussed the estimate of the numbers from Calgi Co for the Bond Vote and how to present the figure of \$14 million to the community. These renovations will make the building more accessible and up to current code. The promotional materials will include the tax impact to community members. Financial donors will also be asked.

Motion: Joseph Braby, seconded by Ursula, to approve the Proposed Bond referendum in the amount not to exceed \$14 million. Discussion ensued about how to prepare Board members to respond to questions from the community, especially regarding the financial strain of these times. Funds, grants, bequests, and donations may reduce the overall cost. Motion carried unanimously 9-0.

COMMUNITY ENGAGEMENT- Erica Brown reported that the committee met on June 7, 2022. The group discussed outreach for the referendum, bond, and designers. Part of the outreach includes going to various farmer’s markets in Kingston, soliciting ideas for where to hand out information, and having written materials, meetings and speakers in English and Spanish.

STANDARDS AND DEVELOPMENT – Frances Cathryn Vigna reported on the Standards and Development (S&D) Committee which met on June 16, 2022 and discussed potential BOT members, recruiting, and elections this fall. The Committee planned and will host an Info

Session for the public on July 27th from 6:30-7:30pm and encouraged Board members to attend. S&D also discussed the Open Meetings Law, which allows for a person to join by Zoom, so long as it is published that the meeting is available at their address so that it is a public place where someone could attend also in-person. The new law requires that the group meet and have a quorum in-person. Under “extraordinary circumstances,” a person can join on Zoom, but those situations need to be communicated three days in advance. “Extraordinary circumstances” includes caregiving & illness, but not being on vacation; However, using the old method would allow for joining in by Zoom in while on vacation, so long as the address of the vacation spot is published. S&D does not see any real benefit to enacting the new Open Meetings Law without more clarification on how other libraries are handling this.

Motion: Ursula, seconded by Sarah Wenk and Frances Vigna, to invite Lisa Lerner to join the Board to replace Jessica. Motion carried unanimously 9-0. Ursula will swear in Lisa before July’s meeting.

PRESIDENT’S REPORT- President Ursula Inghem provided, including attending: all Committee meetings, the dedication of the Music Garden, the Friends of the Kingston Library meeting, and she participated in the WKCR radio show. Ursula encouraged Board members to buy a membership to FOKL.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported on the updates to the library’s phone system, a new partnership with TransArt, the Summer Reading program ([for adults, too!](#)), training staff in creative graphic materials for publicity, and the Banned Book Festival on July 2nd at Old Dutch Church.

UNFINISHED/ OLD BUSINESS – None

NEW BUSINESS - None

PUBLIC COMMENT BY TRUSTEES

- Erica Brown shared positive words about Radio Kingston, empowering staff, the Rondout garden wanting a little library, Miller Middle School, Pinkster events, Max’s Kansas City Project using the space for workshops at the Kingston Library.
- Jessica Clegg shared that it has been a privilege to serve and work with the Board and expressed her thanks.
- Gerry Harrington shared about his movie series called “Movies With Spirit.” This Saturday, June 17th at 7pm will be a documentary called [Mission Joy](#) about the Dalai Lama and Archbishop Desmond Tutu at the Vivekananda Retreat in Stone Ridge

EXECUTIVE SESSION – None.

AJOURNMENT: There being no further business to conduct, the meeting adjourned at 7:54PM.

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

RESOLUTIONS

06-2022-1: **Motion:** Jessica Clegg, seconded by Gerry Harrington, to accept vouchers in the amount of \$29,058.65. Motion carried unanimously 9-0.

06-2022-2: **Motion:** Jessica Clegg, seconded by Gerry Harrington, to approve the pre-audit vouchers in the amount of \$4,741.68. Motion carried unanimously 9-0.

06-2022-3: **Motion:** Jessica Clegg, seconded by Gerry Harrington, to accept the donation activity of \$14.46 for May. Motion carried unanimously 9-0.

06-2022-4: **Motion:** Sarah Wenk, seconded by Gerry Harrington to approve the Bond Vote Campaign Budget in the amount of \$11,255.00 for promotional materials for the mailer. Motion carried unanimously 9-0.

06-2022-5: **Motion:** Joseph Braby, seconded by Ursula, to approve the Proposed Bond referendum in the amount not to exceed \$14 million. Motion carried unanimously 9-0.

06-2022-6: **Motion:** Ursula, seconded by Sarah Wenk and Frances Vigna, to invite Lisa Lerner to join the Board to replace Jessica. Motion carried unanimously 9-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary