

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

CALL TO ORDER at 6:33PM by Ursula Inghem, President

ROLL CALL

Board Members in Attendance (8):

Ursula Inghem, President
Sara Wenk, Vice President
Lisa Lerner
Gerry Harrington
Sarah Franklin – dropped off
Erica Brown
Joseph Braby
Maria Krein – dropped off (technical issues)

Board Members Absent:

Frances Cathryn Vigna

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary
Barbara Sarah, Martin LaForse Memorial Scholarship grantor
Michael Moughan, Scholarship recipient
Amanda Machung, Scholarship recipient

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

Barbara Sarah presented two student recipients of Martin LaForse Memorial Scholarship, Michael Moughan and Amanda Machung. Barbara shared highlights of their applications, including their academic accomplishments, talents, interests, and where they are going to college.

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of July 21, 2022
BOT Minutes, Meeting of June 16, 2022
Highlights of Financial Documents – July 14, 2022
Budget Modification #2022-5
Budget Modification #2022-6
Budget Modification #2022-7
Balance Sheet as of June 30, 2022
BVA Summary – January through June 2022
Budget vs. Actual – January through June 2022
Voucher Report – for July 2022 Meeting

Voucher Report/ Including Paid Pre-Audit – for July 2022 Meeting
Donation Activity Report for June 2022
Executive Committee Report—Meeting of July 19, 2022
Action Item - 2023 Draft Budget with Comps
Operations Committee Report—Meeting of July 7, 2022
President’s Report – July 21, 2022
Director’s Report – July 21, 2022
Capital Checking Transactions – as of June 30, 2022
Operating Checking Account Transactions – as of June 30, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Erica Brown, to approve agenda for the Board of Trustees (BOT). Motion approved unanimously 6-0. (Maria Krein and Sarah Franklin dropped off)

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES – June 16, 2022. **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve June 16, 2022 minutes as presented. Motion approved unanimously 6-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Erica Brown reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which has been sent to board members in advance. There are three Budget Modifications this month.

Motion: Erica Brown, seconded by Gerry Harrington, to accept Budget Modifications #2022-5, #2022-6, and #2022-7 as presented. Motion carried unanimously 6-0.

Motion: Erica Brown, seconded by Gerry Harrington, to accept vouchers in the amount of \$32,323.14. Motion carried unanimously 6-0.

Motion: Erica Brown, seconded by Sarah Wenk, to accept pre-audit vouchers in the amount of \$28,600.51. Motion carried unanimously 6-0.

Motion: Erica Brown, seconded by Lisa Lerner, to accept the donation activity of \$ 13,384.56 for June. Motion carried unanimously 6-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported on behalf of Heather Ohlson. There was an information meeting on Monday night, July 18th, 2022, for the Bond Campaign, which was well-attended. FOKL is working to support programs and have funding for a grant for teen services. FOKL has received a bulk mailing permit, which will reduce mailing costs, and they will help with tabling in the future.

COMMITTEE REPORTS – *please see distribution list of reports for more detailed information*

EXECUTIVE COMMITTEE – The Executive Committee met on July 19, 2022, and discussed the agenda for the BOT meeting, reviewed the financials including the proposed 2023 Budget, recommending its approval.

Motion: Ursula Inghem, seconded by Erica Brown, to accept the proposed 2023 Operating Budget so that the tax levy of \$1,034,585.00 can be placed on the ballot in September. Motion carried unanimously 6-0.

Motion: Ursula Inghelm, seconded by Gerry Harrington, to override the tax cap. Motion carried unanimously 6-0.

RESOLUTION TO OVERRIDE TAX CAP:

Whereas, the adoption of the 2023 budget for the Kingston Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of Kingston Library voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on April 17, 2018.

The City of Kingston votes on two items: 1) the tax levy, and 2) Board members. This year, there is a third vote – the Bond Referendum - for the renovations. It does not have to do with Operating costs.

Motion: Ursula Inghelm, seconded by Gerry Harrington, to move the August Board of Trustees Meeting to August 11th, one week earlier than scheduled, to allow for Margie’s presence and to be able to meet on zoom. Motion carried unanimously 6-0.

AD HOC CAMPAIGN COMMITTEE – Sarah Wenk reported an update on the promotional materials including the mailer, the trifold brochure, places to post and table, and the meeting with the architects. The Historic Landmarks Preservation Commissions (HLPC) is happy with the plans, including the renderings of the bump-out elevator and stars. Plans will also be presented to the Common Council (approval not needed).

OPERATIONS COMMITTEE – Joseph Braby reported that there was no regular meeting of the Operations Committee. However, there was an informal presentation on July 7, 2022, to the City of Kingston Heritage Area and Historic Landmarks Preservation Commissions to inform them of the new elevator and stairway, which went over well.

COMMUNITY ENGAGEMENT- Erica Brown reported that the committee met on June 28, 2022, and discussed the upcoming information meetings in August and September, meetings with the architect, how to have interpretation for meetings at the HV Farm Hub, and a list of

places to table at events to share information. Discussion ensued about how to talk about the library and the upcoming Bond Referendum. Information is being finalized and will be disseminated to Kingston residents by mid-August. BOT members are welcome to share enthusiastic sound bites and point to forthcoming information.

STANDARDS AND DEVELOPMENT –Ursula Inghem reported that the packets for Board of Trustee re-election will be available on Tuesday and encouraged BOT members to re-apply. Candidates need 25 eligible signatures by Kingston City residents. BOT can sign for other trustees. Kingston residents can sign for up to 6 people.

PRESIDENT’S REPORT- President Ursula Inghem reported her participation in the radio program, Committee Meetings, Bond Information Committee meetings, Heritage Area and Historic Landmarks Preservation Commissions, and the information session for staff, Board members and FOKL. She swore in Lisa Lerner and asked the Board for volunteers and help in spreading the word about the Bond Referendum in August.

Beginning January 1st, 2023, each trustee, elected or appointed, of a public library will be required to complete a minimum of two hours of trustee education annually. The Kingston Library Board of Trustees bylaws require all Trustees to attend MHLS “Trustee Essentials” classes within six months of joining the board. The Mid-Hudson Library system offers the trainings.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported about positive feedback about Kingston Library staff. The Trustee candidate petition packets available next Tuesday. KPL will participate in the Great Give Back to collect non-perishable food items and hygiene products this fall for the Ulster County Food Fight benefitting People’s Place. Margie shared about the Summer Reading Program. She expressed her thanks for the information session with the architects. Margie expressed thanks to the Civil Service Employees Association (CSEA Local 856) and various volunteers who came a few weeks ago to help re-paint the sidewalk obstacles costs and the story walk. The Ulster County Library Association has nominated Heather Blakely, Hurley Library Trustee, to serve as a Trustee of the Mid-Hudson Library System Board, and her name will be put forth in September. Currently, Ulster has 3 Trustees on the Mid-Hudson System Library Board. The KPL will have an information session on Wednesday, July 27th at 6:30pm for prospective Board of Trustees, and encouraged current BOTs to attend.

UNFINISHED/ OLD BUSINESS – None

NEW BUSINESS - None

PUBLIC COMMENT BY TRUSTEES

- Discussion around the timing of the mailer and Farmer’s Market tabling

EXECUTIVE SESSION – None.

AJOURNMENT: There being no further business to conduct, the meeting adjourned at 7:50PM.

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

RESOLUTIONS

*07-2022-1: **Motion:** Ursula Inghem, seconded by Erica Brown, to approve agenda for the Board of Trustees (BOT). Motion approved unanimously 6-0.*

*07-2022-2: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve June 16, 2022 minutes as presented. Motion approved unanimously 6-0.*

*07-2022-3: **Motion:** Erica Brown, seconded by Gerry Harrington, to accept Budget Modifications #2022-5, #2022-6, and #2022-7 as presented. Motion carried unanimously 6-0.*

*07-2022-4: **Motion:** Erica Brown, seconded by Gerry Harrington, to accept vouchers in the amount of \$32,323.14. Motion carried unanimously 6-0.*

*07-2022-5: **Motion:** Erica Brown, seconded by Sarah Wenk, to accept pre-audit vouchers in the amount of \$28,600.51. Motion carried unanimously 6-0.*

*07-2022-6: **Motion:** Erica Brown, seconded by Lisa Lerner, to accept the donation activity of \$ 13,384.56 for June. Motion carried unanimously 6-0.*

*07-2022-7: **Motion:** Ursula Inghem, seconded by Erica Brown, to accept the proposed 2023 Operating Budget so that the tax levy of \$1,034,585.00 can be placed on the ballot in September. Motion carried unanimously 6-0.*

*07-2022-8: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to override the tax cap. Motion carried unanimously 6-0.*

*07-2022-9: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to move the August Board of Trustees Meeting to August 11th. Motion carried unanimously 6-0.*

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