

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING AUGUST 11, 2022
Held Via Zoom Video Conferencing**

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

ROLL CALL

Board Members in Attendance (7):

Ursula Inghem, President
Sara Wenk, Vice President
Lisa Lerner
Gerry Harrington
Joseph Braby
Frances Cathryn Vigna
Erica Brown

Board Members Absent (2):

Maria Krein
Sarah Franklin

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary
Robert Schofield, attorney

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of August 11, 2022
BOT Minutes, Meeting of July 21, 2022
Highlights of Financial Documents – August 5, 2022
Balance Sheet as of July 31, 2022
BVA Summary – January through July 2022
Voucher Report – for August 2022 Meeting
Voucher Report/ Including Paid Pre-Audit – for August 2022 Meeting
Donation Activity Report for July 2022
Executive Committee Report—Meeting of August 9, 2022
Community Engagement Committee Report – Meeting of August 2, 2022
President’s Report – August 11, 2022
Director’s Report – August 11, 2022
Capital Checking Transactions – as of July 31, 2022
Operating Checking Account Transactions – as of July 31, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Frances Cathryn Vigna, to approve agenda for the Board of Trustees (BOT) for August 11, 2022, with the addition of conversation with attorney, Robert Schofield. Motion approved unanimously 7-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES – July 21, 2022. **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve July 21, 2022 minutes as presented. Motion approved unanimously 7-0.

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 no Budget Modifications this month.

Motion: Erica Brown, seconded by Gerry Harrington, to accept vouchers in the amount of \$24,429.15. Motion approved unanimously 7-0.

Motion: Erica Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$5,975.30. Motion approved unanimously 7-0.

Motion: Erica Brown, seconded by Sarah Wenk, to accept the donation activity of \$59.35 for June. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula reported that the Friends received a bulk mailing permit, saving the Library money on the mailer. FOKL is looking for help tabling to hand out the brochures, mailers, and posters.

COMMITTEE REPORTS – *Please see the distribution list and each committee report for more detailed information.*

EXECUTIVE COMMITTEE – Ursula Inghem reported that the Executive Committee met on August 9, 2022. They reviewed and recommended approval the agenda for the BOT meeting, reviewed the Financials and updated rendering, and discussed the possibility of a short BOT meeting on August 18, 2022 with attorney, Robert Schofield, to pass the Library capital bond resolutions which will be ready then. Robert will also be joining the meeting tonight to answer questions.

AD HOC CAMPAIGN COMMITTEE – Sarah Wenk reported that the mailers are out. Focus will be on getting the word out about the bond vote. Discussion ensued about the look of the rendering.

OPERATIONS COMMITTEE – There was no Operations Committee meeting in August.

COMMUNITY ENGAGEMENT- Erica Brown reported that the Community Engagement committee met on August 2, 2022, and discussed: 1) the feedback to the rendering; 2) sharing marketing materials for the bond vote on social media; 3) information sessions and press release on Radio Kingston; 4) volunteering at the Kingston Farmer’s Market and other places; 5) sending marketing materials out; and 6) the Common Council on August 1st which was

generally positive. Margie shared that more information regarding the vote is on the FAQs on the Kingston Library website. Ursula shared that the flyer was not intended to show all the information but will point to resources and events where people can find out more. Discussion ensued about how to make information and FAQs more readily accessible on the KL website.

CONVERSATION WITH ATTORNEY ROBERT SCHOFIELD ABOUT THE BOND

PROCESS – Robert Schofield reported that the Board will have 3 resolutions to vote on: 1) Type II action – that the project that does not require an Environmental Quality Review; 2) defining the Scope of the Project – what will be done and how much money will be required; and 3) to move forward with the election that will be held on September 20th, 2022. These votes will be addressed at the next meeting, August 18th, 2022.

STANDARDS AND DEVELOPMENT – Frances Cathryn Vigna reported that the Standards and Development (S&D) Committee met on August 11, 2022, and discussed actions for follow-up, changes to Continuing Education for all BOT members, and flyer placement.

PRESIDENT’S REPORT - President Ursula Inghem reported her participation in radio project, information sessions for staff and public, meetings (except the Common Council due to illness), and that the English and Spanish flyers and brochures are now available.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) –

Margie Menard asked BOT members to share flyers and brochures around town. Addie shared that staff are generally positive about the renovation changes allowing for more space. Margie reported on 1) the deadline for the 6 open Trustee candidate positions due on Monday, August 22nd by 5pm; 2) the Summer Reading program closing party on Saturday, August 20th 10:30am, and a concert on August 30th at 6:30pm; 3) the Kingston Oral History project is now available on 3 websites (links in report); 4) the \$5,000 grant awarded to the through FOKL from the ARPA to fund 24 circulating data hotspots to lend out; 5) copies of the information mailer and brochures in English and Spanish available in her office for distribution.

The UCLA annual meeting will take place in September – details to be provided.

UNFINISHED/ OLD BUSINESS – None

NEW BUSINESS - None

PUBLIC COMMENT BY TRUSTEES

- Erica Brown commended Margie and Addie and the work done by the library. She shared her appreciation.

EXECUTIVE SESSION – None.

AJOURNMENT: There being no further business to conduct, the meeting adjourned at 7:21PM.

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

RESOLUTIONS

*08-2022-1: **Motion:** Ursula Inghem, seconded by Frances Vigna, to approve agenda for the Board of Trustees (BOT) for August 11, 2022, with with addition of attourney, Robert Schofield. Motion approved unanimously 7-0.*

*08-2022-2: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve July 21, 2022 minutes as presented. Motion approved unanimously 7-0.*

*08-2022-3: **Motion:** Erica Brown, seconded by Gerry Harrington, to accept vouchers in the amount of \$24,429.15. Motion approved unanimously 7-0.*

*08-2022-4: **Motion:** Erica Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$5,975.30. Motion approved unanimously 7-0.*

*08-2022-5: **Motion:** Erica Brown, seconded by Sarah Wenk, to accept the donation activity of \$59.35 for June. Motion approved unanimously 7-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary