

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING SEPTEMBER 15, 2022
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:38PM by Ursula Inghem, President

ROLL CALL

Board Members in Attendance (7):

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

Board Members Absent (1):

Maria Krein

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Erica Fox-Boyd, Vice President of Friends of Kingston Library (FOKL)
Laura Brown, Trustee candidate
Andrea Gatzke, Trustee candidate

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of September 15, 2022
BOT Minutes, Meeting of August 11, 2022
Special BOT Meeting Minutes of August 18, 2022
Highlights of Financial Reports – September 9, 2022
Balance Sheet as of August 31, 2022
Budget v Actual Summary – January through August 2022
Budget v Actual – January through August 2022
Budget Modification #2022-8
Voucher Report – for September 2022 Meeting
Pre-Audit Voucher Report – for September 2022 Meeting
Donation Activity Report for August 2022
2022 Kingston Library Trustee Candidates
Executive Committee Report—Meeting of September 13, 2022
Operations Committee Reports - Meeting of September 1, 2022
President’s Report – September 15, 2022
Director’s Report – September 15, 2022
Capital Checking Transactions – as of August 31, 2022
Operating Checking Account Transactions – as of August 31, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING

Motion: Ursula Inghem, seconded by Gerry Harrington, to approve agenda for the Board of Trustees (BOT) for September 15, 2022. Motion approved unanimously 7-0.

PUBLIC COMMENT

Ursula Inghem invited Trustee candidates to introduce themselves:

- Frances Cathryn Vigna, current BOT member and Chair of Standards and Development Committee, is running for re-election. She works for an arts organization. Those who are voting for her would need to write her name in, as her name will not be on the ballot.
- Lisa Lerner, current BOT member, writer, and teacher of children.
- Ursula Inghem, current BOT President, is running for re-election. She has been on the board since 2009.
- Gerry Harrington, current BOT member, has been on the board since April 2022 to fill out a term, and is running for election.
- Andrea Gatzke is running for election. She is a professor at SUNY New Paltz.
- Laura Brown is running for election. She is a professor at University of Texas with their New York program.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF AUGUST 11, 2022 AND AUGUST 18, 2022. Motion: Ursula Inghem, seconded by Gerry Harrington, to approve August 11, 2022. Motion approved unanimously 7-0. **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve the Special Meeting on August 18, 2022 minutes as presented. Motion approved unanimously 7-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Sarah Wenk reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which has been sent to board members in advance. There is one Budget Modifications this month.

Motion: Sarah Wenk, seconded by Erica Brown, to accept Budget Modification #2022-8 to transfer funds from Library Supplies expense to Office Supplies in the amount of \$2,500.00. Motion approved unanimously 7-0.

Motion: Sarah Wenk, seconded by Lisa Lerner, to accept the August vouchers in the amount of \$34,513.03. Motion approved unanimously 7-0.

Motion: Sarah Wenk, seconded by Erica Brown, to accept pre-audit vouchers in the amount of \$2,687.81. Motion approved unanimously 7-0.

Motion: Sarah Wenk, seconded by Lisa Lerner, to accept the donation activity of \$12.30 for June. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Erica Fox-Boyd reported how FOKL has been posting updates on social media, attended uptown and waterfront farmer’s markets, Hooley on the Hudson, and the African American festival to get the word out about the bond vote. Many FOKL have attended the information sessions. Friends groups have had a hard time since the pandemic, and preparing for the bond vote has strengthened their relationships.

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 September 13, 2022. They discussed the agenda and the financials and recommend them for approval, the need to swear in our new Board members, and plan for the reorganization meeting. Three officers will be elected: President, Vice President and Treasurer. The Recording Secretary position will be kept as is – not as a voted position. There may be shuffling of the Committee members to ensure there are enough people on each committee.

AD HOC CAMPAIGN COMMITTEE – Sarah Wenk reported that she attended the information sessions and at the farmer’s market twice. The feedback from the public was generally positive. The public could also get library cards there. Margie Menard also shared how people are saying how visible the library is in the public (farmer’s market, the radio, *Times Union* magazine). Margie encouraged everyone to vote on Tuesday, September 20, 2022 at the library.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on September 1, 2022, and discussed the next steps after the bond vote on 9/20/2022. If it passes, the library will enter the Pre-Construction phase (about 1 year), which will be a busy time for this Committee. The Operations Committee also met with the architect and the public. Joseph reported that feedback from the public was generally positive, but also included a small group of people who raised concerns and suggested having armed guards at the library. This event was recorded and included Spanish translation to be posted on the website. Board members can do their best to be prepared to respond to questions from the public.

COMMUNITY ENGAGEMENT- Erica Brown reported there was no Community Engagement meeting this month. Gerry and Erica went to the Live Well Commission meeting. Community Engagement has been involved in aspects of other committees this summer in preparation for the bond vote.

STANDARDS AND DEVELOPMENT – Frances Cathryn Vigna reported that the Standards and Development (S&D) Committee met and discussed internal and external policies based on the Mid-Hudson documents. Ursula Inghem encouraged membership for this committee.

PRESIDENT’S REPORT - President Ursula Inghem reported her attendance at most Committee meetings except the Community Engagement. She participated in the regular radio program with Margie and as a guest on Radio Kingston on September 5th to discuss the bond vote. She expressed her thanks to the board for their effort and contributions. This will be the last meeting Ursula will Chair as President, but plans to continue serving on the board.

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

Margie Menard expressed her thanks and reminded Board members about the upcoming Bond vote on September 20th, 2022. The ballot will have three parts: 1) the election of 6 Trustees, 2) vote on the 2023 operating budget tax levy, and 3) vote on the bond. A question was raised if the ballot will also be in Spanish, and it is not. The increase from the 2022 operating tax levy is \$58,561, the bulk of this increase is to boost staff salaries and benefits. Margie shared the scheduled for the MHLS Trustee Training sessions. New BOT members will need to attend the Trustee Essentials within the first 6 months, and addition basic and intermediate training will be available for longer serving board members. For the UCLA, will have an annual meeting, details to be announced.

UNFINISHED/ OLD BUSINESS – None

NEW BUSINESS - None

PUBLIC COMMENT BY TRUSTEES

- Erica Brown expressed appreciation and gratitude for Ursula Inghem's skills and expertise as President.
- Ursula Inghem shared that she will continue to serve on the Board and would be willing to serve as Vice President or as Treasurer, if needed. There is an audit every three years.
- Margie Menard mentioned the available positions on the Executive Committee, and that the Treasurer's role will have the support of the bookkeeper.
- Frances Cathryn Vigna shared a free upcoming event with Rough Draft on October 11th at 6pm about New York Artist Residences that focus on Native and BIPOC artists. Register early or just show up.
- Gerry Harrington shared a film event called *Cannot Stop a Bullet*, a documentary about the power of art as an activist tool, happening at the Kingston Public Library on Saturday, September 17th, 2022, at 7pm. This event is part of Art Walk.
- Erica Brown shared about a free performance on Saturday, September 17th at 4pm at Academy Green.

EXECUTIVE SESSION – None.

AJOURNMENT: There being no further business to conduct, the meeting adjourned at 7:31PM.

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

RESOLUTIONS

*09-2022-1: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve agenda for the Board of Trustees (BOT) for September 15, 2022. Motion approved unanimously 7-0.*

*09-2022-2: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve August 11, 2022. Motion approved unanimously 7-0.*

09-2022-3: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve the Special Meeting on August 18, 2022 minutes as presented. Motion approved unanimously 7-0.

09-2022-4: **Motion:** Sarah Wenk, seconded by Erica Brown, to accept Budget Modification #2022-8 to transfer funds from Library Supplies expense to Office Supplies in the amount of \$2,500.00. Motion approved unanimously 7-0.

09-2022-5: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to accept the August vouchers in the amount of \$34,513.03. Motion approved unanimously 7-0.

09-2022-6: **Motion:** Sarah Wenk, seconded by Erica Brown, to accept pre-audit vouchers in the amount of \$2,687.81. Motion approved unanimously 7-0.

09-2022-7: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to accept the donation activity of \$12.30 for June. Motion approved unanimously 7-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary