

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OCTOBER 20, 2022
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:45PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (9):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Erica Brown, Secretary
Joseph Braby
Gerry Harrington
Frances Cathryn Vigna
Lisa Lerner
Andrea Gatzke

Others Present:

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

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of October 20, 2022
Kingston Library District – Audit Report – December 31, 2021
Kingston Library District – Management Letter – December 31, 2021
Kingston Library District – Internal Control Letter – December 31, 2021
BOT Minutes, Meeting of September 15, 2022
Highlights of Financial Reports – October 14, 2022
Balance Sheet as of September 30, 2022
Budget v Actual Summary – January through September 2022
Budget v Actual – January through September 2022
Voucher Report – for October 2022 Meeting
Pre-Audit Voucher Report – for October 2022 Meeting
Donation Activity Report for September 2022
Executive Committee Report—Meeting of October 18, 2022
Operations Committee Reports - Meeting of October 6, 2022
Kingston Library Owner – Architect Agreement B132-2019
Kingston Library Owner – Architect Agreement Exhibits
Fully Executed Contract Kingston Library – CM Services
Final CM Proposal – Kingston Library
Community Engagement Committee – Meeting of October 4, 2022
President’s Report – October 20, 2022
Director’s Report – October 20, 2022

Capital Checking Transactions – as of September 30, 2022
Operating Checking Account Transactions – as of September 30, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING

Motion: Sarah Wenk, seconded by Ursula Inghem, to approve agenda for the Board of Trustees (BOT) for October 20, 2022, with the exception to remove the Presentation of the 2021 Kingston Library Audit, since it was already completed during the Reorganization Meeting on October 20, 2022 at 6:00PM. Motion approved unanimously 9-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF SEPTEMBER 15, 2022.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve September 15, 2022, minutes with 2 name spelling corrections. Motion approved unanimously 9-0.

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 Ursula Inghem, to accept the September vouchers in the amount of \$112,257.28. Motion approved unanimously 9-0.

Motion: Erica Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$4,495.76. Motion approved unanimously 9-0.

Motion: Erica Brown, seconded by Gerry Harrington, to accept the donation activity of \$2,614.81 for June. Motion approved unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the FOKL met on Tuesday, October 18th, 2022. FOKL has generously offered to pay over \$600 for gift cards to 17 employees (\$25 each) to thank them for their help with the bond vote. FOKL also met with the Community Engagement Committee to organize a Thank You event to the community on November 20th. FOKL generously offered to pay up to \$2,000 towards this event (food, music, etc). FOKL are looking for more members (\$10/year for senior citizens, \$15-20/year for a family). Ursula encouraged Board members to join.

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 October 18, 2022. They reviewed the financials, discussed the Treasurer’s report, and the needs for Board members to become officers.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on October 6, 2022, with Paul Mays, Architect from BRM; and David Chen and Dominic Calgi

from the Construction Managers, Calgi Construction on Zoom. They discussed the three main objectives to the upcoming pre-construction phase: 1) To approve contracts from the Architects, Construction Managers and our attorney; 2) Preliminary ground boring for the area where the new elevator will go to ensure underground structure will support proposed geothermal system; and 3) Indoor testing for hazardous materials. The Committee also recommended that either Margie or the committee have board approval to approve a work order for up to \$20,000 in consultation with the Chair of the Operations Committee, if needed in-between board meetings.

Motion: Joseph Brady, seconded by Gerry Harrington, to approve Calgi contract for \$52,000 for the pre-construction phase. Motion approved unanimously 9-0.

Motion: Joseph Brady, seconded by Gerry Harrington, to approve BRM contract with \$800,00 budget. Discussion ensued to clarify that the library has been working with BRM for 10 years and this vote would further commit the library through the project. Motion approved 8-0. Lisa Lerner did not vote since she was not in the room.

COMMUNITY ENGAGEMENT- Erica Brown discussed the role of this committee, and the Thank You event this committee will host on November 20, 2022, from 1-3pm. This event will include radio broadcast, food, drinks, music, scavenger hunt, music, and crafts. Suggestions were also made for fundraising ideas, such as tiles to be used in the renovation design and community events in collaboration with Rough Draft.

STANDARDS AND DEVELOPMENT – Frances Cathryn Vigna reported that the Standards and Development Committee did not meet this month, but she has been working on tasks for this committee all month.

PRESIDENT’S REPORT - Ursula Inghem reported her participation at most Committee meetings, the radio program, the Ulster County Library Association (UCLA) Annual meeting, and attending a webinar from Mid-Hudson on working towards improving Diversity, Equity, and Inclusion (DEI) on library boards. The webinar encouraged local library boards to consider how they can improve in this area of DEI.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard welcomed new Board members and expressed her gratitude to all trustees for their dedication and their engagement to get the bond vote passed. There were 425 people who turned out with a ~75% positive vote. Ursula Inghem thanked Margie for tabling on Saturdays. Margie shared that she is in conversation with the architects, construction manager, project manager, and attorney in collaboration with the Operations Committee to organize schedule for the renovations. She will also be meeting with City of Kingston financial advisors, bond counsel and Robert Schofield, Kingston Library’s attorney to get a bond resolution in place for action by the City of Kingston Common Council. The construction managers, Calgi Construction, are developing a draw schedule to be included in the Common Council resolution. She reported that the Committee Engagement Committee and staff will help keep the Kingston community informed, engaged, and enthusiastic despite the interruptions to usual library services during the renovations.

Margie and Ursula attended the annual meeting of the UCLA on Tuesday October 11th at Elting Library in New Paltz. AnnaLee Dragon, Executive Director of the New York Library Association (NYLA), gave a presentation about the role of NYLA and how local libraries can help to elevate and support libraries across the state.

UNFINISHED/ OLD BUSINESS – None

NEW BUSINESS – Trustees need to read, sign, and return the Code of Conduct to Margie.

PUBLIC COMMENT BY TRUSTEES

- Gerry Harrington shared that the library renovation is part of larger revitalization projects in Kingston, and that this is an exciting time.
- Sarah Wenk expressed her thanks for the Trustees trust in her leadership as President.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:30PM.

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

RESOLUTIONS

*10-2022-1: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve agenda for the Board of Trustees (BOT) for October 20, 2022, with the exception to remove the Presentation of the 2021 Kingston Library Audit. Motion approved unanimously 9-0.*

*10-2022-2: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve September 15, 2022, minutes with 2 name spelling corrections. Motion approved unanimously 9-0.*

*10-2022-3: **Motion:** Erica Brown, seconded by Ursula Inghem, to accept the September vouchers in the amount of \$112,257.28. Motion approved unanimously 9-0.*

*10-2022-4: **Motion:** Erica Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$4,495.76. Motion approved unanimously 9-0.*

*10-2022-5: **Motion:** Erica Brown, seconded by Gerry Harrington, to accept the donation activity of \$2,614.81 for June. Motion approved unanimously 9-0.*

*10-2022-6: **Motion:** Joseph Brady, seconded by Gerry Harrington, to approve Calgi contract. Motion approved unanimously 9-0.*

*10-2022-7: **Motion:** Joseph Brady, seconded by Gerry Harrington, to approve BRM contract with \$800,00 budget. Motion approved 8-0.*

*10-2022-8: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 9-0.*

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