

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF ANNUAL REORGANIZATION MEETING OCTOBER 20, 2022
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401.
6:00pm

CALL TO ORDER at 5:49PM by Ursula Inghem, President

Board Members in Attendance (9):

Ursula Inghem
Sarah Wenk
Joseph Braby
Gerry Harrington
Frances Cathryn Vigna
Erica Brown
Lisa Lerner
Laura Brown
Andrea Gatzke (joined 5:53PM)

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Justin P. Wood, C.P.A, Nugent & Haeussler, P.C., Auditor for the Kingston Library

DISTRIBUTION

20221020 Agenda Kingston Library Board of Trustees Annual Reorganization Meeting
2022-2023 Official Designations, Charges and Procedures
Kingston Library Board of Trustees Code of Conduct and Ethics Statement
Bylaws Kingston Library Board of Trustees

**ELECTION OF OFFICERS FOR 2021-2022 BOARD YEAR (OCTOBER1, 2022-
SEPTEMBER 30, 2023)**

Motion: Ursula Inghem, seconded by Lisa Lerner to nominate Sarah Wenk as President. Motion passed unanimously 8-0.

Motion: Sarah Wenk, seconded by Erica Brown, to nominate Ursula Inghem as Vice President. Motion passed unanimously 8-0.

Motion: Ursula Inghem, seconded by Gerry Harrington, to nominate Erica Brown as Secretary. This position of Secretary involves correspondence and being a bank signatory. The Recording Secretary is a different position, paid to take notes. Motion passed unanimously 8-0.

Motion: Lisa Lerner, seconded by Ursula Inghem, to nominate Laura Brown as Treasurer. The position of Treasurer involves reading, understanding, and presenting monthly finances, and being a bank signatory. Motion passed unanimously 8-0.

The following are the elected officers for 2022-2023 Board Year:

President: Sarah Wenk
Vice President: Ursula Inghem
Secretary: Erica Brown
Treasurer: Laura Brown

APPOINTMENT OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS BY

PRESIDENT –The current Chairs gave a brief description of each committee. Joe Bradby shares that Operations Committee is working on moving out of the current building, the renovation project, and moving back in. Erica Brown shared that the Community Engagement works on engaging the community, spreading information about the library, and fundraising to support the library. Frances Cathryn Vigna shared that Standards and Development Committee involves recruitment for the Board and the standards/ rules of the Board. All Board members are expected to be on at least one committee (excluding the Executive Committee).

Motion: Sarah Wenk, President, seconded by Ursula Inghem, to accept the Committee Chairs and Committee Members for 2022-2023 year as listed:

Operations Committee:

- Joseph Braby (Chair)
- Ursula Inghem
- Sarah Wenk

Standards and Development Committee:

- Frances Cathryn Vigna (Chair)
- Laura Brown

Community Engagement:

- Erica Brown (Chair)
- Gerry Harrington
- Lisa Lerner
- Andrea Gatzke

Motion passed unanimously 9-0.

Motion: Sarah Wenk, President, seconded by Ursula Inghem, to accept Ursula Inghem as Liaison to the Friends of the Kingston Library and Sarah Wenk as Liaison to the Scholarship Committee. Motion passed unanimously 9-0.

Liaison to the Friends of the Kingston Library (FOKL): Ursula Inghem

Liaison to the Scholarship Committee: Sarah Wenk

PRESENTATION OF 2021 KINGSTON LIBRARY AUDIT – JUSTIN WOOD, CPA.

Nugent & Haessler, P.C. Nugent and Haessler, P.C. have audited the financial statements of the Kingston Library District for the year ending December 31, 2021.

Justin Wood highlighted key points of the **Audit Report**:

- **Schedule of Revenues Compared to Budget** (Page 34). The Kingston Library District came in \$30,357 over budget. Charges and Services were under budget due to COVID closures and the ending of collecting fines.
- **Schedule of Expenditures Compared to Budget** (Page 35). The Kingston Library District came in \$113,457 under budget (roughly 10%) due to the reductions in Employee Benefits, Personnel Salaries, Library Supplies line. Margie clarified that there were some vacancies in positions.
- **Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds** (Page 16). Fund Balance is the best measurement of financial stability and strength. The Kingston Library District had a surplus in the General Fund of \$92,762, bringing total Fund balance to \$708,987. The Kingston Library District had a surplus in the Capital Projects of \$92,762, bringing total Capital Projects Fund balance to \$36,378. \$36,378 is available to use for future Capital projects or the Board could decide to transfer these funds back to the General Fund, although Justin Wood recommends keeping it in the Capital Projects.
- **Balance Sheet – Governmental Funds** (Page 15). This reflects the Assets, Liabilities and Fund Balances. The Unassigned Fund balance is available for use. This amount is use as a measurement by NY State Comptroller whether an organization is in “fiscal stress” (starting at 20%). The library is as 47.42% of the 2022 budget, indicating that the library has a healthy fund balance.
- **Statement of New Position Governmental Activities** (Page 13). This combines the General and Capital Fund and includes all long-term assets and liabilities. The library has a Total Net Position of \$4,223,059, which is a positive position.

Justin Wood reviewed the **Management Letter**, which reports any material adjusting journal entries or material specific findings. There are no material adjusting journal entries or material specific findings for the Kingston Library, which reflects the positive work Margie, Eileen, and the Board are doing.

Justin Wood reviewed the **Internal Control Letter**. There was one finding requiring a segregation of duties concerning receiving, recording, depositing, and reconciling cash receipts, and a segregation of duties concerning approving bills to be paid, writing checks, signing checks, recording disbursements, and reconciling bank statements. While it is recommended these tasks be assigned to different employees, due to the limited number of employees, it may be impractical and not cost-effective for the Kingston Library to comply.

The Kingston Library has a three-year contract with Justin Wood, CPA. This was the first of three years. The Audit is public information.

VOTE TO SET DATE OF 2023 TAX LEVY VOTE AND TRUSTEE ELECTION –

Motion: Sarah Wenk, seconded by Erica Brown, to set the 2023 Tax Levy Vote and Trustee Election for September 19, 2023. Motion passed unanimously 9-0.

APPROVAL OF NEWSPAPERS OF RECORD –

Motion: Sarah Wenk, seconded by Erica Brown, to approve the following newspapers of record.

- *Kingston Daily Freeman* (for releases and legal ads)
- *Kingston Wire* (for releases only)
- *Hudson Valley One/ Ulster Publishing* (for releases only)
- *The Poughkeepsie Journal* (for releases only)
- *Times Herald Record* (for releases only)
- *Times Union Hudson Valley* (for releases only)

Discussion ensued. The newspaper of record for legal ads needs to be the local newspaper with the largest circulation. Motion passed unanimously 9-0.

APPROVAL OF BANK DEPOSITARIES (*BOT President, VP, Secretary, and*

Treasurer). **Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the bank depositaries of up to \$2 million to the following commercial banks listed:

- Bank of Greene County
- M&T Bank
- Citizens Bank
- Key Bank
- Chase
- TD Bank
- Wells Fargo

Discussion ensued. By law, the library can only use commercial banks, not local savings banks. Motion passed unanimously 9-0.

APPROVAL OF BANK ACCOUNT SIGNATORIES –

Motion: Ursula Inghem, seconded by Erica Brown, that the 4 Board of Trustees Officers elected tonight (*President, Vice President, Secretary and Treasurer*) have approval of bank account signatures. Motion passed unanimously 9-0.

AJOURNMENT

Motion: Ursula Inghem, seconded by Gerry Harrington, to adjourn the Reorganization meeting. Motion passed unanimously 9-0. The meeting adjourned at 6:45PM.

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

RESOLUTIONS

10-2022-1: **Motion:** Ursula Inghem, seconded by Lisa Lerner to nominate Sarah Wenk as President. Motion passed unanimously 8-0.

10-2022-2: **Motion:** Sarah Wenk, seconded by Erica Brown, to nominate Ursula Inghem as Vice President. Motion passed unanimously 8-0.

10-2022-3: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to nominate Erica Brown as Secretary. Motion passed unanimously 8-0.

10-2022-4: **Motion:** Lisa Lerner, seconded by Ursula Inghem, to nominate Laura Brown as Treasurer. Motion passed unanimously 8-0.

10-2022-5: **Motion:** Sarah Wenk, President, seconded by Ursula Inghem, to accept the Committee Chairs and Committee Members for 2022-2023 year as listed: Operations Committee: Joseph Braby (Chair), Ursula Inghem, Sarah Wenk; Standards and Development Committee: Frances Cathryn Vigna (Chair), Laura Brown; Community Engagement: Erica Brown (Chair), Gerry Harrington, Lisa Lerner, Andrea Gatzke. Motion passed unanimously 9-0.

10-2022-6: **Motion:** Sarah Wenk, President, seconded by Ursula Inghem, to accept Ursula Inghem as Liaison to the Friends of the Kingston Library and Sarah Wenk as Liaison to the Scholarship Committee. Motion passed unanimously 9-0.

10-2022-7: **Motion:** Sarah Wenk, seconded by Erica Brown, to set the 2023 Tax Levy Vote and Trustee Election for September 19, 2023. Motion passed unanimously 9-0.

10-2022-8: **Motion:** Sarah Wenk, seconded by Erica Brown, to approve the following newspapers of record: Kingston Daily Freeman (for releases and legal ads), Kingston Wire (for releases only), Hudson Valley One/ Ulster Publishing (for releases only), The Poughkeepsie Journal (for releases only), Times Herald Record (for releases only). Motion passed unanimously 9-0.

10-2022-9: **Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the bank depositaries of up to \$2 million to the following commercial banks listed: Bank of Greene County, M&T Bank, Citizens Bank, Key Bank, Chase, TD Bank, Wells Fargo. Motion passed unanimously 9-0.

10-2022-10: **Motion:** Ursula Inghem, seconded by Erica Brown, that the 4 Board of Trustees officers elected tonight (President, Vice President, Secretary and Treasurer) have approval of bank account signatures. Motion passed unanimously 9-0.

10-2022-11: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to adjourn the Reorganization meeting. Motion passed unanimously 9-0.

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