

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING NOVEMBER 17, 2022
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:29 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

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

Board Members Absent (2)

Joseph Braby
Erica Brown, Secretary

Others Present:

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

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of November 17, 2022
BOT Reorganization Meeting Minutes – October 20, 2022
Regular KPL BOT Minutes – October 2022
Highlights of Financial Reports – November 17, 2022
Budget Modification 2022-9
Budget Modification 2022-10
Budget Modification 2022-11
Budget Modification 2022-12
Budget Modification 2022-13
Budget Modification 2022-14
Budget Modification 2022-15
Balance Sheet as of October 31, 2022
Budget v Actual Summary – January through October 2022
Budget v Actual – January through October 2022
Voucher Report – for November 2022 Meeting
Pre-Audit Vouchers Report – for November 2022 Meeting
Donation Activity Report for October 2022
2023 Observed Holidays
Operations Committee Reports - Meeting of November 3, 2022

Preliminary Cash Flow Analysis
Executive Committee Report—Meeting of November 15, 2022
Community Engagement Committee – Meeting of November 1, 2022
President’s Report – November 17, 2022
Director’s Report – November 17, 2022
Capital Checking Transactions – as of October 31, 2022
Operating Checking Account Transactions – as of October 31, 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 November 17, 2022, with the addition of the approval of the Reorganization Meeting of October 20, 2022. Motion approved unanimously 7-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF OCTOBER 20, 2022.

Motion: Sarah Wenk, seconded by Lisa Lerner, to approve the minutes of the Regular Board Meeting of October 20, 2022. Motion approved unanimously 7-0.

APPROVAL OF REORGANIZATION BOARD MEETING MINUTES OF OCTOBER

20, 2022. Motion: Sarah Wenk, seconded by Lisa Lerner, to approve the minutes of the Regular Board Meeting of October 20, 2022. Motion approved unanimously 7-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

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

1. Budget Modification #2022-9 records two donations from F.O.K.L., \$425. for appreciation of the staff for excellent work explaining and promoting the bond referendum campaign to the public, and \$2000 for the open community event at the library on November 20th.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-9. Motion approved unanimously 7-0.

2. Budget Modification #2022-10 records the receipt of a grant from Bard College for the adult program Mango Street, and the associated expenses.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-10. Motion approved unanimously 7-0.

3. Budget Modification # 2022-11 transfers funds from the underspent Computer Hardware-General to the Computer Maintenance and Contracts line for tech support and the Katy Dwyer contract.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-11. Motion approved unanimously 7-0.

4. Budget Modification #2022-12 increases the budget line for Election Expense due to increased cost for the election personnel at the library and decreases the Travel and Conferences budget line.

Motion: Laura Brown, seconded by Lisa Lerner, to approve Budget Modification #2022-12. Motion approved unanimously 7-0.

5. Budget Modification #2022-13 accounts for the payment of two years auditors' fees, 2020 and 2021, this year. This is just a timing issue based on the date of the auditors' invoices. Funds are transferred from the Professional Fees-Other line and the Fuel and Utilities line. Fuels and Utilities is significantly underspent due to the receipt of energy credits from Central Hudson.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-13. Motion approved unanimously 7-0.

6. Budget Modification #2022-14 is for higher than budgeted expenses for copying in the Rent and Repair Office Equipment budget line. Again, Fuel and Utilities funds will be transferred to this account.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-14. Motion approved unanimously 7-0.

7. Budget Modification #2022-15 transfers funds from the Fuel and Utilities budget line to Custodial Supplies for increased costs of these supplies.

Motion: Laura Brown, seconded by Lisa Lerner, to approve Budget Modification #2022-15. Motion approved unanimously 7-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept the October vouchers in the amount of \$24,744.09. Motion approved unanimously 7-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$4,731.25. Motion approved unanimously 7-0.

Motion: Laura Brown, seconded by Lisa Lerner, to accept the donation activity of \$2,504.15 for October. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the FOKL met and discussed the upcoming Book sale (Saturday, November 18th, 2022) and the size of the \$5 bags (shopping bag size). They also discussed the Thank You Community Event on November 20th and the scheduling of events. They also discussed a fundraising request through

social media only this year, not a mailing, on Giving Tuesday. Addie Smock has updated the donation button on the Friends page to facilitate online donations.

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

EXECUTIVE COMMITTEE – Sarah Wenk reported that the Executive Committee met on November 15, 2022. They reviewed and approved the 11/17/22 BOT meeting agenda and budget modifications, signed vouchers, reviewed and approved the 2023 schedule of observed holidays for staff, and filled out the Bank of Greene County signatory information.

Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the 2023 observed holidays where the library will be closed to the public as presented below. December 24th will be a floating holiday since it falls on a Sunday. Discussion ensued around Good Friday and the possibility of a floating half-day.

2023 Observed Holidays

New Year's Day (observed)	Monday, January 2
Martin Luther King Jr. Day	Monday, January 16
President's Day	Monday, February 20
Good Friday	Friday, April 7 (Half day)
Memorial Day Weekend	Saturday, May 27
Memorial Day	Monday, May 29
Juneteenth	Monday, June 19
Independence Day	Tuesday, July 4
Labor Day Weekend	Saturday, September 2
Labor Day	Monday, September 4
Indigenous Peoples Day	Monday, October 9
Veteran's Day	Saturday, November 11
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve	Sunday, December 24
Christmas Day	Monday, December 25

Motion: Andrea Gatzke, seconded by Lisa Lerner, made a motion to amend the 2023 observed holidays to remove Good Friday and replace with a floating half-day holiday for staff to use at their discretion. Motion approved unanimously 7-0.

OPERATIONS COMMITTEE – Ursula Inghem reported on behalf of Joseph Bradby. The Operations Committee met on November 3, 2022. They discussed a meeting Margie Menard had with the City of Kingston representatives which resulted in two items: 1) the Kingston Library

will need to formally request that the City of Kingston obtain the bond on its behalf. The Board will need to approve this before the end of the year; 2) The City of Kingston will give the library money (a draw) to cover expenses, and these draws will be returned to the city from the bond. There will be on-going meetings between Library representatives and the City to ensure due diligence. Discussion ensued around interest rates.

COMMUNITY ENGAGEMENT- Lisa Lerner reported that the Community Engagement Committee met on November 1, 2022 and discussed the plans for the upcoming Community Thank You event on Sunday, November 20 from 1-3pm. It will include music, a variety of food donated by local restaurants (Masa, PAKT, Mi Casita and El Mercadito), and a scavenger hunt. It is publicized on the Kingston Library home page, calendar, and on Facebook. BOT members are encouraged to help publicize.

STANDARDS AND DEVELOPMENT – Frances Cathryn Vigna reported that the Standards and Development Committee met on November 17, 2022, and discussed internal and external policies They will work on an ADA statement regarding how the building will be physically compliant. There will also be information about Narcan training. The S&D Committee will investigate active shooter trainings.

PRESIDENT’S REPORT – Sarah Wenk reported the meeting with Margie Menard, Addie Smock and two representatives from the Novo Foundation – Megan Weiss-Rose and Kate Heideker – regarding how to publicize the \$2 million dollar gift from Novo towards the library renovation, which the Library will announce in January. This grant will cover expenses for about a year. Sarah and Margie also met with Robert Schofield, the Library’s attorney, and the City of Kingston’s financial team to discuss the process for implementing the bond. Margie received the first drawdown schedule from Calgi. The BOT will need to go to the Council in early spring to make a formal request for bonding.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard discussed the upcoming Community Thank You event and expressed her thanks to the volunteers, and especially Tracy Priest, who is a local librarian and member of FOLK who is helping to coordinate this event.

Margie shared the challenges of staffing during this fall with COVID affecting staff. At times, the library has needed to close the children’s room in the evening, but patrons can still be escorted to browse for books. A sub list is being made thanks to Addie Smock and Allison Allan-Morse. Margie reported that Stephanie Morgan is putting together a 6-month winter/spring Super Saturday schedule.

The Library has not searched for a temporary location yet, but staff members are collaborating with community partners to establish programs across Kingston, such as story time at The Broadway Bubble and a monthly book club at Half Moon Rondout Café. These satellite locations will help keep the library’s programs continuous while the library is in transition, and also build community across Kingston.

Margie shared that the Ulster County Library Association elected new officers for three-year terms. The President is Katie Scott-Childress (Executive Director of Rosendale Library) and Vice President is Gillian Murphy (Executive Director of Elting Library in New Paltz).

Addie Smock shared about a Book Club on Saturday, January 7, 2023, at 3pm at Half Moon books, with the book *A Ministry for the Future* by Kim Stanley Robinson (sci-fi).

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Ursula Inghem wished the Board a Happy Thanksgiving
- Frances Cathryn Vigna shared a panel event hosted The Forge Project at The Kirkland (RUPCO’s administrative offices across from Uptown Coffee) called “Housing and Colonizing Architecture” which will feature an Indigenous Architect and an Indigenous Urban Planner, talking about public housing, housing with dignity, and design. Saturday, December 3, 2022, at 2pm. Register in advance. Frances will email out the link.
- Gerry Harrington shared about an upcoming “Movies with Spirit” event about drug cartels in Mexico. Saturday, November 19th at 7pm at Redeemer Lutheran Church in New Paltz
- Snowflake Festival – Friday, December 2, 2022.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Lisa Lerner, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:32pm.

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

RESOLUTIONS

*11-2022-1: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve agenda for the Board of Trustees (BOT) for November 17, 2022, with the addition of the approval of the Reorganization Meeting of October 20, 2022. Motion approved unanimously 7-0.*

*11-2022-2: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to approve the minutes of the Regular Board Meeting of October 20, 2022. Motion approved unanimously 7-0.*

*11-2022-3: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to approve the minutes of the Regular Board Meeting of October 20, 2022. Motion approved unanimously 7-0.*

*11-2022-4: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-9. Motion approved unanimously 7-0.*

11-2022-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-10. Motion approved unanimously 7-0.

11-2022-6: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-11. Motion approved unanimously 7-0.

11-2022-7: **Motion:** Laura Brown, seconded by Lisa Lerner, to approve Budget Modification #2022-12. Motion approved unanimously 7-0.

11-2022-8: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-13. Motion approved unanimously 7-0.

11-2022-9: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-14. Motion approved unanimously 7-0.

11-2022-10: **Motion:** Laura Brown, seconded by Lisa Lerner, to approve Budget Modification #2022-15. Motion approved unanimously 7-0.

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Respectfully Submitted by
Suzanne Campise, Recording Secretary