

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

CALL TO ORDER at 6:32PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

Sarah Wenk, President
Ursula Inghem, Vice President (attending remotely)
Laura Brown, Treasurer
Erica Brown, Secretary (attending remotely)
Joseph Braby
Gerry Harrington
Andrea Gatzke

Board Members Absent (2)

Frances Cathryn Vigna
Lisa Lerner

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of December 15, 2022
Highlights of Financial Reports – December 15, 2022
Budget Modification 2022-16
Budget Modification 2022-17
Balance Sheet as of November 30, 2022
Budget v Actual Summary – January through November 30, 2022
Budget v Actual – January through November 30, 2022
Pre-Audit Vouchers Report 1 of 2 – for December 2022 Meeting
Pre-Audit Vouchers Report 2 of 2 – for December 2022 Meeting
Voucher Report – for December 2022 Meeting
Donation Activity Report for November 2022
Health Insurance 2023
Executive Committee Report—Meeting of December 13, 2022
Director's Report – December 15, 2022
Capital Checking Transactions – as of November 30, 2022
Operating Checking Account Transactions – as of November 30, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sarah Wenk, seconded by Joseph Braby, to approve agenda for the Board of Trustees (BOT) for December 15, 2022, with the addition of the approval of the Reorganization Meeting of October 20, 2022.

Motion approved unanimously 5-0. (Only BOT members who are present in-person can vote, not those attending remotely).

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF NOVEMBER 17, 2022. **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of November 17, 2022. Motion approved unanimously 5-0.

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 two Budget Modifications this month.

1. Budget Modification #2022-16 records the receipt of a mini grant from Mid-Hudson Library system for adult books in the amount of \$1,100.

Motion: Laura Brown, seconded by Joseph Braby to approve Budget Modification #2022-16. Motion approved unanimously 5-0.

2. Budget Modification #2022-17 transfers funds from the adult books budget line to the adult books research line to account for higher than budgeted expenses for law books and periodicals subscription.

Motion: Laura Brown, seconded by Andrea Gatzke, to approve Budget Modification #2022-17. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Joseph Braby, to accept the November vouchers in the amount of \$108,988.93. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$4,185.41. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept the donation activity of \$606.00 for November. Motion approved unanimously 5-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the FOKL met and discussed a temporary e-financial push for donors. They are working on defining what membership means and the different levels and benefits. A corporate sponsorship from Catskill Hudson Bank is in the works – the first of its kind. The current top tier of giving is \$300-\$500. Super Saturdays will be re-starting soon. FOKL also discussed removing books from the basement through sales and other means to prepare the library to move. FOKL will continue to meet monthly.

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 December 13, 2022. The Committee reviewed and approved the 12/15/22 BOT meeting agenda and budget modifications, reviewed and approved the vouchers for payment, and reviewed and approved the proposed 2023 staff health insurance contribution.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the 2023 Health Insurance contribution as presented. Motion approved unanimously 5-0.

There are no reports from the Operations, Community Engagement, Standards & Development Committees or the President’s report.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the November 20th Community “Thank You” event was a success. She expressed her thanks for all who participated, and she heard positive comments from attendees. Margie reported that Stephanie Morgan created the Super Saturday schedule for winter/spring which will run from January until June.

Margie also attended the UC Legislatures Economic Development Committee meeting last week with incoming ULCA President, Katie Scott-Childress. The committee voted to fully fund UCLA’s 2023 request for InfoPortal resources. The committee also recommended additional \$2,400 in funding for Transparent Language, and online learning product. The UCLA were also invited back after the first quarter of 2023 to make a presentation for possible funding to participate in Dolly Parton’s Imagination Library.

Addie Smock shared about the holiday party from AAUW – American Association of University Women – hosted at the Kingston Library, and their appreciation for the Kingston Library.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Gerry Harrington shared “Movies with Spirit” at the Rondout Valley United Methodist Church about WWI called “Merry Christmas,” or “Joyeux Noël,” at 7 p.m. this coming Saturday, Dec. 17.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 5-0. There being no further business to conduct, the meeting adjourned at 6:56 pm.

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

RESOLUTIONS

*12-2022-1: **Motion:** Sarah Wenk, seconded by Joseph Braby, to approve agenda for the Board of Trustees (BOT) for December 15, 2022, with the addition of the approval of the Reorganization Meeting of October 20, 2022. Motion approved unanimously 5-0.*

*12-2022-2: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of November 17, 2022. Motion approved unanimously 5-0.*

*12-2022-3: **Motion:** Laura Brown, seconded by Joseph Braby to approve Budget Modification #2022-16. Motion approved unanimously 5-0.*

*12-2022-4: **Motion:** Laura Brown, seconded by Andrea Gatzke, to approve Budget Modification #2022-17. Motion approved unanimously 5-0.*

*12-2022-5: **Motion:** Laura Brown, seconded by Joseph Braby, to accept the November vouchers in the amount of \$108,988.93. Motion approved unanimously 5-0.*

*12-2022-6: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$4,185.41. Motion approved unanimously 5-0.*

*12-2022-7: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept the donation activity of \$606.00 for November. Motion approved unanimously 5-0.*

*12-2022-8: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve the 2023 Health Insurance contribution as presented. Motion approved unanimously 5-0.*

*12-2022-9: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 5-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary