

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 16, 2023
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:33PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (6):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Erica Brown, Secretary
Joseph Braby
Frances Cathryn

Board Members Absent (3)

Lisa Lerner
Gerry Harrington
Andrea Gatzke

Others Present:

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

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of March 16, 2022
Minutes, Board of Trustees (BOT) Meeting of February 16, 2023
Highlights of Financial Reports – March 16, 2022
Balance Sheet as of February 28, 2023
Budget v Actual Summary – through February 28, 2023
Budget v Actual – through February 28, 2023
Voucher Report – for March 2023 Meeting
Pre-Audit Voucher Report - for March 2023 Meeting
Donation Activity Report for February 2023
Executive Committee Report—Meeting of March 14, 2023
Operations Committee Report – Meeting of March 2, 2023
Community Engagement Report – no meeting in March
President’s Report – March 16, 2023
Director’s Report – March 16, 2023
Capital Checking Transactions – as of February 28, 2023
Operating Checking Account Transactions – as of February 28, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sara Wenk, seconded by Erica Brown to approve agenda for the Board of Trustees (BOT) for March 16, 2023. Motion approved unanimously 6-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF FEBRUARY 16, 2023.

Motion: Sarah Wenk, seconded by Francis Cathryn, to approve the minutes of the Regular Board Meeting of February 16, 2023. Motion approved unanimously 6-0.

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 no Budget Modifications this month.

Motion: Laura Brown, seconded by Joseph Braby, to accept the vouchers in the amount of \$72,848.71. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$11,213.10. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$8,883.95. Discussion ensued. Motion approved unanimously 6-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the FOKL is having a book sale on Saturday, March 18th. They had a meeting on Tuesday night. Ursula will work the book sale, which will be in the basement of the library.

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 March 14, 2023. The Committee reviewed and approved agenda and the financials for this meeting.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on March 2, 2023. They discussed the exterior addition stairwell and the type of blocks. They also discussed the procedures for paying construction costs. Calgi maintains the construction budget. Multiple eyes will look at the bills and payment processes.

Joseph shared that a contractor did a poor job on the drip edge and can cause deterioration of the brick. The contractor had a bond contract. A bonding company came and agreed the job was done poorly. The Bonding company is now not responding. There are two options: 1) formal litigation, or 2) to take the remaining money (about \$30,000) to formally terminate the contract and do the work ourselves. Margie Menard is planning time to discuss further with the attorneys and the Board. The Library is obligated to go with the lowest bidder.

The Committee also went to Albany to look at functional furniture.

COMMUNITY ENGAGEMENT COMMITTEE – Erica Brown reported that the Community Engagement Committee did not meet this month.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on March 16, 2023, and discussed how to ensure the website reflects the Mid-Hudson Library’s policies, and if any policies are missing. They are having conversations around language, community resiliency, safety, emergency plans, ADA and disability statements.

PRESIDENT’S REPORT – Sarah Went reported that she attended the MHLS Trustee Handbook Book Club: Open Meetings Law with Kirsten O’Neill, Committee on Open Government on February 21st, 2023. She arranged for MHLS trustees Heather Blakely and Stuart Auchincloss to attend the BOT April meeting. They will be sharing what they are doing at Mid-Hudson and they also want to hear from the Kingston Library board about what issues the Board is having and how they can help.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the library received the first of two tax checks from the City of Kingston for operating expenses. The second check will come in May. She shared about the multiple Saturday programs hosted by community partners and individuals. She encouraged board member to look at the event calendar on the KPL website, and applauded Brian James who keeps it up to date. She reminded board members to sign up for the monthly newsletter that Addie develops, as well as the weekly [bulletin newsletter from MHLS](#). Margie reminded and thanked the board members for sending in their continuing ed certificates. There is more information on the “Trustee Resources” on the [Mid-Hudson website](#).

Margie reported that Tracey Priest has been hired as the Executive Director at the Hurley Library after Kristen Campbell has moved to Grinnell Library in Wappingers. Tracy has many years of experience in the MHLS and most recently served as ED of the Town of Ulster Library.

Margie shared that Advocacy Day was snowed out. In-person actions were cancelled, but online events were available. She was able to reschedule and meet with NY State Senator Michelle Hinchey, who had great things to say about the Kingston Library.

Discussion ensued around real estate and space for where the library can rent. Discussion ensued about NARCAN training through Catholic Charities. Patrons of the Kingston Library are using the museum passes more often.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Addie Smock shared that she was hit by a car on her bike this past week. She is okay and encouraged people to drive safely and slow down. Erica Brown shared that the YMCA has a bike program for kids. Addie has been trained as a cycling mentor.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Erica Brown, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:26p.

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

RESOLUTIONS

3-2023-1: **Motion:** Sara Wenk, seconded by Erica Brown to approve agenda for the Board of Trustees (BOT) for March 16, 2023. Motion approved unanimously 6-0.

3-2023-2: **Motion:** Sarah Wenk, seconded by Francis Cathryn, to approve the minutes of the Regular Board Meeting of February 16, 2023. Motion approved unanimously 6-0.

3-2023-3: **Motion:** Laura Brown, seconded by Joseph Braby, to accept the vouchers in the amount of \$72,848.71. Motion approved unanimously 6-0.

3-2023-4: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$11,213.10. Motion approved unanimously 6-0.

3-2023-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$8,883.95. Motion approved unanimously 6-0.

3-2023-6: **Motion:** Ursula Inghem, seconded by Erica Brown, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:26p.

Respectfully Submitted by
Suzanne Campise, Recording Secretary