

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING APRIL 20, 2023
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401**

CALL TO ORDER at 6:30 PM 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
Frances Cathryn
Lisa Lerner
Gerry Harrington
Andrea Gatzke (joined at 6:32p)

Board Members Absent (0)

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Heather Blakely, Mid-Hudson Library System (MHLS)
Stuart Auchincloss, Mid-Hudson Library System (MHLS)
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of April 20, 2022
Minutes, Board of Trustees (BOT) Meeting of March 16, 2023
Highlights of Financial Reports – April 14, 2022
Balance Sheet as of March 31, 2023
Budget v Actual Summary – through March 31, 2023
Budget v Actual – through March 31, 2023
Voucher Report – for April 2023 Meeting
Pre-Audit Voucher Report - for April 2023 Meeting
Donation Activity Report for March 2023
Executive Committee Report—Meeting of April 17, 2023
Resolution (Requesting the City of Kingston To Pass a Bond Ordinance and Issue Financing for the Kingston Library Reconstruction Project)
Operations Committee Report – Meeting of March 31, 2023
Kingston HazMat Award 03202023 Rec
QuEST Kingston Library proposal
Letter of Intent – QuEST 040423023
Community Engagement Report – Meeting of April 10, 2023
President’s Report – April 20, 2023

Director's Report – April 20, 2023
Capital Checking Transactions – as of March 31, 2023
Operating Checking Account Transactions – as of March 31, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Gerry Harrington, to approve agenda for the Board of Trustees (BOT) for April 20, 2023. Motion approved unanimously 8-0.

ULSTER COUNTY REPRESENTATIVES FROM MHLS BOARD OF TRUSTEES – HEATHER BLAKELY & STUART AUCHINCLOSS

Heather Blakely, from Hurley Library, offered congratulations to the Kingston Library on the passing of the bond vote. Sarah Wenk asked two questions:

- 1) If the MHLS has suggestions on the library's transition. The tentative timeline for relocation is this October. Stuart Auchincloss and Heather Blakely offered ideas, such as having IT service, organizing the book holds and transfers, and shared that the MHLS is here to help support the Kingston Library in its transition.
- 2) 2) if/ how Mid-Hudson is supporting libraries in other parts of the countries that are being harassed about the books that they have. Stuart shared about the Mid-Hudson Newsletter, and how Mid-Hudson is taking a lead on helping libraries who are being harassed. Currently, there is no direct harassment at Kingston Library. Stuart recommended the Niche Academy, which offers trainings and resources for library trustees.

MHLS is also sharing electronic resources with other library systems in upstate, NY, and in conversation with Westchester. Mid-Hudson, and the 66 libraries in the system, are negotiating a new memorandum of understanding on how the system and the libraries will work together. A new library will need to agree to the terms to come into the system.

Stuart shared about construction grants and process. NY State will have funds for library construction. Each system is allocated money for construction, which requires an application process. MHLS came up with a system to divide the funds among the requesting libraries and that is fair among the Director's Association. To qualify, a library needs a Board-approved facility plan, and meet up to 5 of these criteria (the more criteria met, the greater the proportion of funds):

- 1) Increase in Services
- 2) Increase in Access
- 3) Energy Conservation
- 4) Disaster Recovery Plan
- 5) Leadership in Sustainable Operations and Design.

PUBLIC COMMENT – None

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

Motion: Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of March 16, 2023. Motion approved unanimously 9-0.

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 Ursula Inghem, to accept the vouchers in the amount of \$86,718.44. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Erica Brown, to accept pre-audit vouchers in the amount of \$7,865.98. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Lisa Lerner, to accept the donation activity of \$55.10. Motion approved unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met and discussed events in May: Kingston Clean Sweep on May 6th, book sale on May 16th, and Kingston Gives on May 17th.

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 April 17, 2023. The Committee reviewed and approved the agenda, and reviewed, approved and signed the vouchers. They also discussed a possible temporary relocation to the Cioni Building at 61 Crown St. The site has many virtues, including ample square footage (23,000 sq ft), working utilities, and IT.

The Executive Committee recommends that the Board pass a resolution requesting the City of Kingston Common Council to adopt a bond ordinance authorizing the financing of the renovation of the library building. This is so that the City of Kingston will issue the bonds that the voters approved for us.

Motion: Sarah Wenk, seconded by Ursula Inghem, to request that the City of Kingston Pass a Bond Ordinance and Issue Financing for the Kingston Library Reconstruction Project as outlined in the attached Resolution. Motion voted by roll call and approved unanimously 9-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on March 31, 2023 with Attorney Chris McDonald. The Committee went into Executive Session to obtain advice of the Counsel concerning negotiations with Old Republic Surety Company. A result of that discussion were the following recommendations:

1. To officially terminate the contract with Cornerstone Restoration due to their defaulting on the amphitheater project.

2. To authorize our attorney to negotiate with Old Republic to reach a possible settlement with them on the corrective work on the amphitheater.

The Executive Session discussed and voted to accept the ECS Asbestos/Hazardous Material Survey Proposal from Quality Environmental Solution and Technologies, Inc. for the two pre-construction phases (Asbestos/Hazardous Material Abatement Plans and Specifications for bidding and construction) of the work. The final lump sum amount may differ from the \$19,090.00 based on the total number of field samples taken. The decision was informed by Calgi's recommendation to accept the bid from Quest.

COMMUNITY ENGAGEMENT COMMITTEE – Erica Brown reported that the Community Engagement Committee met on April 10, 2023, and shared that a stuffed toy “library cat” has been identified and will travel around Kingston as a way to engage the community in-person and on social media. They will also be assembling a video compilation of library patrons, staff, and board members to the Beatles song “All Together Now.” The community has been sharing ideas of what they want to see in the library’s temporary space to the bulletin board, and children’s services and books emerged as a priority. The Committee discussed having board members be involved in activities, such as volunteering at the farmer’s market. At the next meeting, this Committee will be planning out events May through September up until the Goodbye party in October.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee did not meet this month.

PRESIDENT’S REPORT – Sarah Wenk reported that she went to the MHLS Director/ Board relations session. The Board will need to evaluate the Director, Margie Menard. Board members will also need to complete self-evaluations. Sarah will gather more information about these evaluations. There was also an idea about having a Board/Staff luncheon. On June 20th, the MHLS is doing a session on Financial Planning. She shared that there were two meetings with Neil Bender and members of his team to discuss possibly moving the library into the Cioni Building during our renovation.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard shared about the preparatory work being done regarding the renovation bid documents, including geotechnical testing, bond financial meetings, two walk throughs of the Cioni building, and hazardous materials testing, and that things are moving forward. Margie is working with community partners to develop collaborative programs within Midtown. Outreach, such as tabling at fairs and festivals, will be commencing soon and trustees will be invited to participate. Summer Reading Programs will also begin soon. She encouraged trustees to follow Kingston Library’s social media and website, with thanks to Brian James. Margie is starting the planning around budget and elections to be held on Tuesday, September 19th. Camille DiPerna will serve as election clear. Margie also shared that more museum passes are being added to the shared collection accessible to all Ulster County residents.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Gerry Harrington shared that he got into the Museum of Natural History for free because he was a library trustee.
- Erica Brown shared that her kids used the museum passes. Kingston City School District Board of Trustees Elections is coming up on May 16th. Radio Kingston is doing a Meet the Candidates on May 2nd. The Broadway Bubble is celebrating a 1 year anniversary, and shared that they could use more community support.
- Addie Smock shared that Right to Read Day is April 24th. Brian and her attended a conference and shared about anime.
- Sarah Wenk shared an article from *The New Yorker* about the libraries in Missouri. It can be accessed via Libby.
- Andrea Gatzke shared about Free Comic Book Day on May 6th.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Joe Braby, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 8:03p.

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

RESOLUTIONS

4-2023-1: Motion: Ursula Inghem, seconded by Gerry Harrington, to approve agenda for the Board of Trustees (BOT) for April 20, 2023. Motion approved unanimously 8-0.

4-2023-2: Motion: Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of March 16, 2023. Motion approved unanimously 9-0.

4-2023-3: Motion: Laura Brown, seconded by Ursula Inghem, to accept the vouchers in the amount of \$86,718.44. Motion approved unanimously 9-0.

4-2023-4: Motion: Laura Brown, seconded by Erica Brown, to accept pre-audit vouchers in the amount of \$7,865.98. Motion approved unanimously 9-0.

4-2023-5: Motion: Laura Brown, seconded by Lisa Lerner, to accept the donation activity of \$55.10. Motion approved unanimously 9-0.

4-2023-6: Motion: Sarah Wenk, seconded by Ursula Inghem, to request that the City of Kingston Pass a Bond Ordinance and Issue Financing for the Kingston Library Reconstruction Project as outlined in the attached Resolution. Motion voted by roll call and approved unanimously 9-0.

4-2023-7: **Motion:** Ursula Inghem, seconded by Joe Braby, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 8:03p.

Respectfully Submitted by
Suzanne Campise, Recording Secretary

APPENDIX

SIGNED - Resolution Requesting the City of Kingston To Pass a Bond Ordinance and Issue Financing for the Kingston Library Reconstruction Project