

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MAY 18, 2023
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:34 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (8):

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

Board Members Absent (1)

Erica Brown, Secretary

Others Present:

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

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of May 18, 2022
Minutes, Board of Trustees (BOT) Meeting of April 20, 2023
Highlights of Financial Reports – May 12, 2022
Balance Sheet as of April 30, 2023
Budget v Actual Summary – through April 30, 2023
Budget v Actual – through April 30, 2023
Voucher Report – for May 2023 Meeting
Pre-Audit Voucher Report - for May 2023 Meeting
Donation Activity Report for April 2023
Executive Committee Report—Meeting of May 16, 2023
Part 1 Director Evaluation
Part 2 Director Evaluation
Library Board Self Evaluation ALA Handbook
Operations Committee Report – Meeting of May 11, 2023
Community Engagement Report – Meeting of May 9, 2023
President’s Report – May 18, 2023
Director’s Report – May 18, 2023
Trans Capital Checking Transactions – as of April 30, 2023
Transactions Operating Checking Account Transactions – as of April 30, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Joseph Braby, to approve agenda for the Board of Trustees (BOT) for May 18, 2023. Motion approved unanimously 8-0.

PUBLIC COMMENT – None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF APRIL 20, 2023.

Motion: Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of April 20, 2023. Motion approved unanimously 8-0.

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 \$81,538.36. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$7,151.01. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$3,748.64. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met and discussed the bag sale this past Saturday, May 16th, which raised \$347, and the Kingston Gives on May 17th, which raised about \$240 so far, and they are still accepting funds for it.

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 May 16, 2023. The Committee reviewed and approved the agenda, and approved and signed the vouchers. Sarah provided an update on the temporary relocation to the Cioni building at 61 Crown Street. They also discussed the Director evaluation and Board self-evaluations, which are included in the documents for this meeting.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on May 11, 2023, and discussed three items: 1) the wording of the proposed termination letter to Cornerstone regarding the amphitheater; 2) feedback from the professional team to the new draft Letter of Intent from the Bender group; and 3) reviewed the proposed Owner/ Tenant Work Requirements. Of this, three areas need clarification: a) Reinstall the partition walls; b) fix damage treads on stairs; c) handrail on stairs to code. Sarah went will follow up regarding the Letter of Intent and the Owner/ Tenant Work Requirements.

COMMUNITY ENGAGEMENT COMMITTEE – Lisa Lerner reported that the Community Engagement Committee met on May 9, 2023, and discussed three ideas: 1) the Goodbye Party to the “Just for Now” temporary library; 2) that the Library is seeking clerks; and 3) dates and events that Board members can support and participate in. Upcoming dates for Board engagement are:

- Saturday, June 17th & September 23rd – tabling at the Kingston Farmers’ Market from 9-1p to promote Summer Reaching, the library’s time capsule, and “going away” party.
- Saturday, June 17th –the Wurts Street Bridge Time Capsule event by the Hudson River Maritime Museum 11-6p.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on May 18th, 2023, and they are continuing to ensure that the library follows the essential policies. They have a Disaster Recovery Policy drafted for a first reading, which is included below. They will also submit a first reading of an accessibility statement. They also discussed opioid prevention on the website.

Disaster Recovery Policy - *DRAFT*:

In the event of a disaster affecting the library building or the larger community, Kingston Library shall have an effective disaster and resiliency plan in place that addresses both immediate (Electricity/gas, Telephone, Water, Internet provider, Elevators, Security / fire system provider) and long-term (access to collection, relocation, rebuilding, community support) recovery needs.

This plan shall include:

- Institutional contacts
- First responders
- Selective list of emergency response procedures
- Records recovery plan
- IT recovery plan
- Communications plan
- Continuity of service plan
- Priority list for collection recovery
- Relocation Strategy
- Method of identifying opportunities to meet community needs

The major goals of this disaster recovery plan shall be to minimize interruptions to the normal operations, limit the extent of disruption and damage, minimize the economic impact of the interruption, when possible, establish alternative means of operation in advance, train personnel with emergency procedures, provide for smooth and rapid restoration of service.

PRESIDENT’S REPORT – Sarah Wenk reported that the library received an offer from Neil Bender’s team for temporarily leasing the Cioni building at 61 Crown street. The library counteroffered. The counteroffer was accepted. The revised agreements are being reviewed by the library’s attorneys. Sarah also recommended that the board review and discuss the Director and Board Self-Evaluations at next month’s meeting. Sarah Wenk and Margie Menard also attended the City of Kingston Finance Committee meeting, which voted to move it to the

Common Council in June. This is part of the standard process so that the monies can be issued and allocated.

DIRECTOR'S REPORT– Margie Menard reported that the library's auditor, Justin Wood of Nugent & Haessler, P.C. has completed the field work for the 2022 audit and will present it at the June 15th meeting. Margie and the library's bookkeeper, Eileen Carney, are reviewing the draft audit reports.

The kick-off for the Summer Reading Program is Saturday, June 24th. Information will be on the website, newsletter, and social media. Addie Smock shared that there will be food and music.

Erin Loughran will be leading Wednesday morning story hour, which will enhance her professional development and interest in children's services. There has also been positive feedback from patrons when she filled in.

The library is moving forward with a lease agreement at 61 Crown Street as the temporary location. It will provide plenty of space, public access to technology and children's services, which were priority services.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)- Margie Menard shared that the Ulster County Legislature has issued additional funding this year which will be used to provide access to Transparent Language, an online language learning resource of over 100 languages. It is compatible for Android tablets and iPads.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Andrea Gatzke (in her capacity working with World End Comics) shared about the possibility of a Book Festival for 2024, in conversation with other local bookstores (Rough Draft, Half Moon, etc.). The main interest is for it to be as free as possible, with a few fundraising events. The ask it to have the Kingston Public Library be one of the recipients, as well as African Roots Library and the Beacon Prison Books Project. Ideas include a keynote speaker, local authors, local presses tabling at the events, and fun, community engaging activities. Tentative dates May 17-19, 2024, a Friday evening through Sunday afternoon. Discussion ensued around funding and fiscal sponsorship.
- Frances Cathryn shared about an event happening next Thursday, May 26th, at Upstate Films in Rhinebeck at 6pm.
- Gerry Harrington shared "Movies with Spirit." This month's film is *Paterson*. Saturday, May 20th at 7pm at St. Andrew's Episcopal Church – 163 Main Street in New Paltz.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:23pm.

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

RESOLUTIONS

5-2023-1: Motion: Ursula Inghem, seconded by Joseph Braby, to approve agenda for the Board of Trustees (BOT) for May 18, 2023. Motion approved unanimously 8-0.

5-2023-2: Motion: Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of April 20, 2023. Motion approved unanimously 8-0.

5-2023-3: Motion: Laura Brown, seconded by Ursula Inghem, to accept the vouchers in the amount of \$81,538.36. Motion approved unanimously 8-0.

5-2023-4: Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$7,151.01. Motion approved unanimously 8-0.

5-2023-5: Motion: Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$3,748.64. Motion approved unanimously 8-0.

5-2023-6: Motion: Ursula Inghem, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 8-0.

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