

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING AUGUST 24, 2023
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401**

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

ROLL CALL

Board Members in Attendance (9):

Sarah Wenk, President
Ursula Inghem, Vice President (attending remotely)
Laura Brown, Treasurer
Erica Brown, Secretary (joined 6:34pm)
Frances Cathryn
Joseph Braby
Gerry Harrington
Andrea Gatzke
Lisa Lerner

Board Members Absent (0)

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 August 24, 2023
Minutes, Board of Trustees (BOT) Meeting of July 20, 2023
7.20.23 - Resolution (Tax Cap Override)
7.20.23 - Resolution (2024 Budget & Tax Levy Increase)
7.20.23 - Resolution (Election Date)
7.27.2023 – Minutes Special Meeting
Financial Highlights Report – August 11, 2023
Balance Sheet – as of July 31, 2023
Budget v Actual Summary – January through July 2023
Budget v Actual – January through July 2023
Voucher Report – for August 2023 Meeting
Pre-Audit Voucher Report – for August 2023 Meeting
Donations – July 2023
Executive Committee Report—Meeting of
Operations Committee Report – Meetings of July 23, August 10, & August 11, 2023
Revised Temporary Space – 61 Crown St, Kingston, NY 8-21-2023
President’s Report – August 24, 2023
Director’s Report – August 24, 2023
Capital Checking Account Transactions – as of July 31, 2023
Operating Checking Account Transactions – as of July 31, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Gerry Harrington, seconded by Laura Brown, to approve agenda for the Board of Trustees (BOT) for August 24, 2023. Motion approved unanimously 7-0. (Ursula Inghem unable to vote remotely; Erica Brown not yet present).

PUBLIC COMMENT – None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF JULY 20, 2023. Motion: Gerry Harrington, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of July 20, 2023. Motion approved unanimously 7-0.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF JULY 27, 2023. Motion: Gerry Harrington, seconded by Andrea Gatzke, to approve the Special Board meeting minutes of July 27, 2023. Motion approved unanimously 7-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Laura Brown 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 \$75,825.99. Motion approved unanimously 8-0. (Erica Brown was present for this vote).

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$6,411.19. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept the donation activity of \$4.66. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met earlier this month and discussed what to do with the leftover books in the basement. Agencies that need books can pick them up for free. They are looking into a bulk book buying company who can purchase 150-200 cartons. FOKL also want to recognize Stephanie Morgan who is retiring through a guest book. Her retirement party will be on Saturday, September 9, 2023, from 1-3pm. The library is also making a push to distribute old and uncirculated books to the public for free, and will do a “Bushel Givaway” on Saturday, September 9, 2023 at 10am.

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 Tuesday, August 22, 2023. The Committee Approved agenda for 08/24/23 BOT meeting. Discussed need for Special meeting Monday, September 11th, 2023 at 9am to vote on one agenda item: the moving company bid to move from Franklin St to Crown St, and then from Crown St to Franklin St.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met three times since the July BOT meeting. A summary of their meetings are as follows:

1. July 23, 2023 – meeting with Lisa Hayes. They discussed the August 30th site plan review, notifying Central Hudson of the digging for wells for geothermal system. They also discussed bollard and lighting.
2. August 10, 2023 – meeting with Lisa Hayes. They discussed lowering some ceilings in the community room, children’s room, and areas on the first floor to accommodate HVAC units. They will get acoustic tiles for stairwells and entrances. They will salvage good existing wood trim.
3. August 11, 2023 – The committee traveled to Albany to see flooring options. Much of the flooring from the temporary space can be used in the non-public areas of the renovated library.

Motion: Joseph Braby, seconded by Erica Brown, to accept the Landmark Flooring quote for \$54,711.48 for flooring for 61 Crown St. Some of the flooring pieces could be relocated to Franklin St after the renovations. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE – The Committee did not meet in August. Erica Brown shared about the Paranormal event scheduled for Saturday, October 14, 2023 from 6pm-10:30pm.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on August 24th and discussed the reconsideration of materials / reconsideration of services. They will make more edits for board review at the September meeting.

PRESIDENT’S REPORT – Sarah Wenk reported that she signed the final documents for amphitheater settlement. She visited the Cioni building to go over floor coverings, and she prepared and mailed postcard notice of construction noise related to geothermal test well to residents.

DIRECTOR’S REPORT– Margie Menard reported that this year’s tax levy vote and Trustee election will be Tuesday, September 19, 2023 from 10:00 AM to 8:00 PM at Kingston Library. The three Trustee candidates for re-election for a three-year term are Joe Braby, Ursula Inghem, and Frances Cathryn. Voters are also being asked to approve an operating tax levy of \$1,095,717 which is just under a 6% increase or \$61,132 more than the 2023 operating tax levy.

Stephanie Morgan has announced her retirement as Children’s Services Coordinator as of September 30, 2023. Margie will be posting an ad for children’s librarian and is in conversation with Assistant Director, Addie Smock and Patron Services Librarian, Brian James, about desired qualifications and recruitment. The search is for a degreed librarian. The posted annual salary will be \$50,000/ yr. Margie wants to engage in values-based recruiting.

The Summer Reading Program for children has ended successfully, and Margie expressed thanks to Stephanie, Allie, and all the staff. The closing event for the Adult and Teen Summer Reading Program will be this Saturday, August 26th with a bluegrass event starting at 2pm.

The team over at 61 Crown St. is doing a tremendous amount of work on the building. They are aiming to complete their work by Labor Day so that the IT and flooring contractors can begin.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)- Margie Menard shared that UCLA Annual Meeting will be on Tuesday, September 12, 2023, at 6pm at Dixon Roadside restaurant, and will include a tour of the new Woodstock Library beside it (tour around 5pm). The board is invited to attend.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Addie Smock shared that she got two kittens, and that she got married two weeks ago.
- Radio Kingston is posting a Back-to-School event this Sunday, August 27, 2023, from 10-2pm at the corner of Elmendorf and Broadway. They are accepting household items (no clothing, no shoes, no books) tomorrow between 9-2p or 8-10am on Sunday at Radio Kingston.
- Sarah Wenk shared that Ulster Immigrant Defense Network (UIDN) is collecting for school supplies at Old Dutch Church.
- UIDN is collecting items on Tuesday from 9-12, and Wednesdays 9-5pm.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Andrea Gatzke, seconded by Erica Brown, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:31 pm.

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

RESOLUTIONS

*8-2023-1: **Motion:** Gerry Harrington, seconded by Laura Brown, to approve agenda for the Board of Trustees (BOT) for August 24, 2023. Motion approved unanimously 7-0. (Erica Brown not yet present; Ursula Inghem unable to vote remotely).*

*8-2023-2: **Motion:** Gerry Harrington, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of July 20, 2023. Motion approved unanimously 7-0.*

8-2023-3: **Motion:** Gerry Harrington, seconded by Andrea Gatzke, to approve the Special Board meeting minutes of July 27, 2023. Motion approved unanimously 7-0.

8-2023-4: **Motion:** Laura Brown, seconded by Joseph Braby, to accept the vouchers in the amount of \$75,825.99. Motion approved unanimously 8-0. (Erica Brown was present for this vote).

8-2023-5: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$6,411.19. Motion approved unanimously 8-0.

8-2023-6: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept the donation activity of \$4.66. Motion approved unanimously 8-0.

8-2023-7: **Motion:** Joseph Braby, seconded by Erica Brown, to accept the Landmark Flooring quote for \$54,711.48 for flooring for 61 Crown St. Some of the flooring pieces could be relocated to Franklin St after the renovations. Motion approved unanimously 8-0.

8-2023-8: **Motion:** Andrea Gatzke, seconded by Erica Brown, to adjourn. Motion approved unanimously 8-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary