

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OCTOBER 19, 2023
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:19PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

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

Board Members Absent (2)

Lisa Lerner
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 October 19, 2023
Minutes of Regular Board Meeting, September 21, 2023
Financial Highlights Report – October 12, 2023
Balance Sheet – as of September 30, 2023
Budget v Actual Summary – January through September 2023
Budget v Actual – January through September 2023
Voucher Report – for October 2023 Meeting
Pre-Audit Voucher Report – for October 2023 Meeting
Donations – September 2023
Operations Committee Report – Meeting of October 5, 2023
Director's Report – October 19, 2023
Capital Checking Account Transactions – as of September 30, 2023
Operating Checking Account Transactions – as of September 30, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for October 19, 2023. Frances Cathryn added a voting item under the Standards and Development Committee section. Motion approved unanimously 7-0.

PUBLIC COMMENT – None

APPROVAL OF REGULAR BOARD MEETING MINUTES SEPTEMBER 19, 2023.

Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the minutes of the Regular Board Meeting of September 21, 2023 with the correction of two typos. Motion approved unanimously 7-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Laura Brown, Treasurer, reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which was sent to the 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 \$56,391.44. Motion approved unanimously 7-0.

Motion: Laura Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$6,915.95. Motion approved unanimously 7-0

Motion: Laura Brown, seconded by Andrea Gatzke, to accept the donation activity of \$6,670.38. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met and discussed the success of the Paranormal Event (co-hosted with the Community Engagement Committee) on Saturday, 10/14/2023. They are hosting an opening event for the 61 Crown Street location on Saturday, November 18, 2023 and working out the details. The bulk of the FOKL donations are to cover Addie and Brian’s attendance at the New York Library Conference.

COMMITTEE REPORTS – *Please see the distribution list and each committee report for more detailed information.*

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on October 5, 2023, and shared that the bids are currently out and will be reviewed by David Chen (from Calgi) and Lisa Hayes (architect from Butler Rowland Mays). Bids will be due by 11am on Tuesday, October 31, 2023, at 61 Crown Street. Recommendations will be ready by the November 16, 2023 board meeting. They also discussed the timeline to move into 61 Crown St, and acquiring a mural from Todd Samara. Some issues to be considered are costs and logistics of storing, moving, cleaning and installation.

COMMUNITY ENGAGEMENT COMMITTEE – Sarah Wenk reported that the Community Engagement Committee co-hosted the Paranormal Event with FOKL on Saturday, 10/14/2023, and they are planning an opening event at the new location on Saturday, November 18th 2023.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on October 19, 2023 and discussed the Collections and Programming policy, which has been submitted previously for Board review. It explains the

policy around collecting materials, the programming selection form, and program cessation. The committee wants to make the procedures more transparent to the public.

Motion: Frances Cathryn, seconded by Ursula Inghem, to accept the updated Collections and Programming policy as outlined. Motion approved unanimously. 7-0.

The Standards and Development will be submitting in next month's board meeting the form for the Reconsideration procedure.

PRESIDENT'S REPORT – Sarah Wenk reported that she saw the mural by Todd Samara in Eddyville. The Library has committed to take it. It is 13 feet long, and heavy, adhered to sheetrock. It may need to be cut up and put back together to get up the steps of the 55 Franklin location. A place for storage will be needed in the interim. A \$10,000 donation by Bob Gaus Sr. will cover the costs of storage and transport.

DIRECTOR'S REPORT– Margie Menard reported that the move to 61 Crown Street is underway and going smoothly. Clancy Renovation has been great to work with and are ahead of schedule. During the move, full-time staff are working from Franklin St to finish final packing, update the information on the website, and speaking to patrons who are still showing up. Part-time staff are working from home, completing online trainings assigned by Addie Smock. Trainings include: learning the shared catalog interface, sexual harassment prevention training, Niche Academy trainings, digital offerings, and library skills. Margie thanked Erica Brown, the Community Engagement Committee, and the Friends of the Kingston Library for the paranormal event. About 60 people attended. She reported how the closing of 55 Franklin St is going well and she is grateful for the support.

Margie distributed the Trustee Code of Conduct and asked all board members to sign it each year. Trustees are also required to get training each year.

Trustees are invited to attend a tour of the 61 Crown Street location following this meeting.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Andrea Gatzke shared that World End Comics is doing a showing of Plan 9 from Outer Space on Saturday, October 21st at 8pm Cost is \$5.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:00pm.

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

RESOLUTIONS

*10-2023-1: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for October 19, 2023 with the addition of the voting item under the Standards and Development Committee section. Motion approved unanimously 7-0.*

*10-2023-2: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the minutes of the Regular Board Meeting of September 21, 2023 with the correction of two typos. Motion approved unanimously 7-0.*

*10-2023-3: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept the vouchers in the amount of \$56,391.44. Motion approved unanimously 7-0.*

*10-2023-4: **Motion:** Laura Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$6,915.95. Motion approved unanimously 7-0*

*10-2023-5: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept the donation activity of \$6,670.38. Motion approved unanimously 7-0.*

*10-2023-6: **Motion:** Frances Cathryn, seconded by Ursula Inghem, to accept the updated Collections and Programming policy. Motion approved unanimously. 7-0.*

*10-2023-7: **Motion:** Sarah Wenk, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 7-0.*

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