

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF ANNUAL REORGANIZATION MEETING
OCTOBER 19, 2023 at 6:00pm
55 Franklin Street, Kingston, NY 12401

Swearing in of Joe Braby, Ursula Inghem, and Frances Cathryn by Sarah Wenk.

CALL TO ORDER at 6:05PM by Sarah Wenk, President

Board Members in Attendance (7):

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

Board Members Absent (2):

Erica Brown, Secretary
Lisa Lerner

Others Present:

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

DISTRIBUTION

20231019 Agenda Kingston Library Board of Trustees Annual Reorganization Meeting
2023-2024 Official Designations, Charges and Procedures
Kingston Library Board of Trustees Code of Conduct and Ethics Statement

**ELECTION OF OFFICERS FOR 2023-2024 BOARD YEAR (OCTOBER 1, 2023-
SEPTEMBER 30, 2024)**

Motion: Ursula Inghem, seconded by Gerry Harrington to nominate Sarah Wenk as President.
Motion passed unanimously 7-0.

Motion: Sarah Wenk, seconded by Andrea Gatzke to nominate Ursula Inghem as Vice President.
Motion passed unanimously 7-0.

Motion: Ursula Inghem, seconded by Laura Brown to nominate Erica Brown as Secretary, per Erica's approval. Motion passed unanimously 7-0.

Motion: Sarah Wenk, seconded by Ursula Inghem to nominate Laura Brown as Treasurer.
Motion passed unanimously 7-0.

The following are the elected officers for 2023-2024 Board Year:

President: Sarah Wenk
Vice President: Ursula Inghem
Secretary: Erica Brown
Treasurer: Laura Brown

VOTE TO SET DATE OF 2024 TAX LEVY VOTE AND TRUSTEE ELECTION –

Motion: Ursula Inghem, seconded by Andrea Gatzke, to set the 2024 Tax Levy Vote and Trustee Election for Tuesday, September 17, 2024. Motion passed unanimously 7-0.

APPOINTMENT OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS BY PRESIDENT - Sarah Wenk, President, appointed the following Committee Chairs and Committee Members for 2023-2024 year:

Operations Committee:

- Joseph Braby (Chair)
- Ursula Inghem
- Sarah Wenk

Standards and Development Committee:

- Frances Cathryn (Chair)
- Laura Brown
- Andrea Gatzke

Community Engagement:

- Erica Brown (Chair)
- Gerry Harrington
- Lisa Lerner

Liaison to the Friends of the Kingston Library (FOKL):

- Ursula Inghem

APPROVAL OF NEWSPAPERS OF RECORD –

Motion: Ursula Inghem, seconded by Joseph Braby, to approve the following newspapers of record.

- *Kingston Daily Freeman* (for releases and legal ads)
- *Kingston Wire* (for releases only)
- *Hudson Valley One/ Ulster Publishing* (for releases only)
- *The Poughkeepsie Journal* (for releases only)
- *Times Herald Record* (for releases only)
- *Times Union Hudson Valley* (for releases only)
- *The Albany Times Union* (for releases only)

Motion passed unanimously 7-0.

APPROVAL OF BANK DEPOSITARIES (*BOT President, VP, Secretary, and Treasurer*). **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the bank depositaries of up to \$3 million to the following commercial banks listed:

- Bank of Greene County
- M&T Bank
- Citizens Bank
- Key Bank
- Chase
- TD Bank
- Wells Fargo

Motion passed unanimously 7-0.

APPROVAL OF BANK ACCOUNT SIGNATORIES –

Motion: Sarah Wenk, seconded by Gerry Harrington, that the 4 Board of Trustees Officers elected tonight (*President, Vice President, Secretary and Treasurer*) have approval of bank account signatures. Motion passed unanimously 7-0.

AJOURNMENT

Motion: Sarah Wenk, seconded by Ursula, to adjourn the Reorganization meeting. Motion passed unanimously 7-0. The meeting adjourned at 6:19PM.

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

RESOLUTIONS

*10-2023-1A: **Motion:** Ursula Inghem, seconded by Gerry Harrington to nominate Sarah Wenk as President. Motion passed unanimously 7-0.*

*10-2023-2A: **Motion:** Sarah Wenk, seconded by Andrea Gatzke to nominate Ursula Inghem as Vice President. Motion passed unanimously 7-0.*

*10-2023-3A: **Motion:** Ursula Inghem, seconded by Laura Brown to nominate Erica Brown as Secretary. Motion passed unanimously 7-0.*

*10-2023-4A: **Motion:** Sarah Wenk, seconded by Ursula Inghem to nominate Laura Brown as Treasurer. Motion passed unanimously 7-0.*

*10-2023-5A: **Motion:** Ursula Inghem, seconded by Andrea Gatzke, to set the 2024 Tax Levy Vote and Trustee Election for Tuesday, September 17, 2024. Motion passed unanimously 7-0.*

*10-2023-6A: **Motion:** Ursula Inghem, seconded by Joseph Braby, to approve the following newspapers of record: Kingston Daily Freeman (for releases and legal ads), Kingston Wire (for releases only), Hudson Valley One/ Ulster Publishing (for releases only), The Poughkeepsie Journal (for releases only), Times Herald Record (for releases only), Times Union Hudson Valley (for releases only), and The Albany Times Union (for releases only). Motion passed unanimously 7-0.*

*10-2023-7A: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the bank depositaries of up to \$3 million to the following commercial banks listed: Bank of Greene County, M&T Bank, Citizens Bank, Key Bank, Chase, TD Bank, and Wells Fargo. Motion passed unanimously 7-0.*

*10-2023-8A: **Motion:** Sarah Wenk, seconded by Gerry Harrington, that the 4 Board of Trustees Officers elected tonight (President, Vice President, Secretary and Treasurer) have approval of bank account signatures. Motion passed unanimously 7-0.*

*10-2023-9A: **Motion:** Sarah Wenk, seconded by Ursula, to adjourn the Reorganization meeting. Motion passed unanimously 7-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary