

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

CALL TO ORDER at 6:36 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
Gerry Harrington
Andrea Gatzke
Frances Cathryn
Lisa Lerner

Board Members Absent (0)

Others Present:

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

DISTRIBUTION

Agenda, Board of Trustees (BOT) Meeting of January 19, 2023
Minutes, Board of Trustees (BOT) Meeting of December 15, 2022
Highlights of Financial Reports – January 19, 2023
Budget Modification 2022-18
Budget Modification 2022-19
Budget Modification 2022-20
Budget Modification 2022-21
Balance Sheet as of December 31, 2022
Budget v Actual Summary – January through December 31, 2022
Budget v Actual – January through December 31, 2022
Voucher Report – for January 2023 Meeting
Pre-Audit Voucher Report - for January 2023 Meeting
Donation Activity Report for December 2022
Executive Committee Report—Meeting of January 17, 2023
Operations Committee Report – Meeting of January 5, 2023
Kingston Library Renovation Capital Budget – Revised November. 14, 2022
Kingston post Ref DRAFT Timeline
Community Engagement Report – Meeting of January 3, 2023
President’s Report – January 19, 2023
Director’s Report – January 19, 2023

Capital Checking Transactions – as of December 31, 2022
Operating Checking Account Transactions – as of December 31, 2022

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sarah Wenk, seconded by Erica Brown, to approve agenda for the Board of Trustees (BOT) for January 19, 2023. Motion approved unanimously 9-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF DECEMBER 15, 2022.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of December 15, 2022. 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 four Budget Modifications this month.

1. Budget Modification #2022-18 records the transfer of funds from Adult books to Adult books Research in the amount of \$300.00.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-18. Discussion ensued around accounting these budget modifications to the penny, rather than an estimated figure. Margie clarified that any remaining funds will be in the line item that such monies are transferred to. Motion approved unanimously 9-0.

2. Budget Modification #2022-19 records the transfer of funds from Furniture & Equipment to Other Charges-Bank and Other charges in the amount of \$300.00.

Motion: Laura Brown, seconded by Andrea Gatzke, to approve Budget Modification #2022-19. Motion approved unanimously 9-0.

3. Budget Modification #2022-20 records the transfer of funds from Building Repairs to Insurance Policies in the amount of \$1,000.00.

Motion: Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-20. Motion approved unanimously 9-0.

4. Budget Modification # 2022-21 records the transfer of funds from Other Staff Disability Insurance to Other Staff Unemployment Insurance in the amount of \$100.00.

Motion: Laura Brown, seconded by Erica Brown, to approve Budget Modification #2022-21. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept the December vouchers in the amount of \$66,112.58. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$8,227.92. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Lisa Lerner, to accept the donation activity of \$1,902.06 for December. Motion approved unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the FOKL met and discussed how to define a “friend.” They want to include people who donate both time and money, or only one. The Friends did an electronic social media push beginning after Thanksgiving and received \$1,385.00 in electronic donations, which they were pleased with. They did not do a mailing.

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 January 17, 2023. The Committee reviewed and approved the 1/19/23 BOT meeting agenda and financials, discusses and approves the increase in the Recording Secretary’s pay rate, and rescheduled the next Executive Committee meeting to not interfere with Valentine’s Day.

Motion: Sarah Wenk, seconded by Lisa Lerner, to increase the compensation for the Recording Secretary, Suzanne Campise, from \$100 to \$150 per meeting. This is based on the increased cost of living, inflation, and performance. Motion approved unanimously 9-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on January 5, 2023 and were joined by Paul Mays and Lisa Hayes from the architects Rowland, Butler and Mays. The committee discussed the renovation project and how it will move forward. The committee recommends voting on a resolution to formally adopt the cash flow analysis provided by Calgi Construction as the official capital project budget for the renovation.

Motion: Joseph Braby, seconded by Ursula Inghem, to adopt the cash flow analysis provided by Calgi Construction as the official capital budget for the renovation. Motion approved unanimously 9-0.

There are five major areas of testing that need to occur: 1) Geotechnical, 2) Geothermal, 3) update the survey site to include waste sites from prior construction, 4) Hydrant Flow Test, and 5) Hazardous material test. The Committee will meet with the architects and bidders and come up with a recommendation on who they should hire and will bring it to the Board. These results are time-sensitive to stay on schedule. Different companies will perform the different tests.

The Operations Committee will take the role as advisors but will turn to the Board for ultimate approval for significant financial and/or design decisions. A minimum of quorum would be needed. A minimum of five board members would need to be in person, and those who join virtually will not be able to vote.

COMMUNITY ENGAGEMENT COMMITTEE – Erica Brown reported that the Community Engagement Committee met on January 3, 2023 and discussed many ideas and ways to keep community members aware of the renovation process as it begins to move forward. The team wants to deepen relationships and engage local community organizations where programming at the Kingston Library can be hosted. The committee discussed several ideas to further engage the community by asking them “What are you looking forward to?” and get reciprocal feedback.

Addie Smock shared that the Kingston Library is on social media and encouraged Board members to follow. Margie encouraged members to receive and review the Kingston Library Newsletter.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on January 19, 2023, and discussed the policies of the library, beginning with workplace safety. They are looking at internal documents to examine gaps and holes, in order to reflect an internal structure.

PRESIDENT’S REPORT – Sarah Went reported that on January 18th she met with Margie Menard, Teddy Artschwager (Sarahana Shrestha’s Director of Community Affairs), Rebekkah Smith Aldrich (Mid-Hudson Library System (MHLS) Executive Director) and Stuart Auchincloss (MHLS Trustee) to discuss the MHLS’s work and what they are hoping to get from the legislature this term. Sarah Wenk recommends that the Board consider asking some of the MHLS trustees to attend a future board meeting to discuss their work. Tuesday, February 28th is Library advocacy day in Albany.

DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported about the New York Library Association’s Library Advocacy Day on Tuesday, February 28th. Trustees will receive more information via email and encouraged Trustees to sign up to receive the weekly MHLS bulletin and included links in her report.

Stephanie has scheduled the “Super Saturdays” program through June. The first program for 2023 will be Steve Johnson’s Magic Variety Show on January 28th.

Addie Smock launched the Second Chance Book Club every first Saturday at 3pm. The next meeting to discuss graphic novel *The Secret to Superhuman Strength* by Alison Bechdel will be facilitated by Andrea Gatzke.

Addie Smock shared about the monthly “Sustainability Challenge.” This month is “Meatless Monday.” This challenge includes recipes on the KL website, information about meat and the environment, cookbooks, and magazines on the Libby app. February is “Recycle Right.” The full list is on the Kingston Library website.

Discussion ensued about having events and/or programs also listed in Spanish. Discussion ensued about the possibility of hiring a fluent Spanish speaker and ways to improve diversity in hiring practices.

Margie shared that the UCLA has launched Tix Keeper, a shared platform that allows patrons to access museum passes – some can be printed from home. Passes can also be reserved. This will ease access for patrons and increase usage of the passes themselves. The KL will be adding our passes in the coming weeks. Margie included the link.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Ursula Inghem invited Board members to join FOKL and to attend FOKL meetings, which are on Zoom.
- Gerry Harrington shared about “Movies with Spirit” at the Unitarian Universalist Congregation of the Catskills on Sawkill Rd in Kingston at 7 p.m. this coming Saturday, January 21, 2023. The movie for this month is “Happening” – a French movie about a college student who wanted to get an abortion in the 1960s.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:34 pm.

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

RESOLUTIONS

*1-2023-1: **Motion:** Sarah Wenk, seconded by Erica Brown, to approve agenda for the Board of Trustees (BOT) for January 19, 2023. Motion approved unanimously 9-0.*

*1-2023-2: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of December 15, 2022. Motion approved unanimously 9-0.*

*1-2023-3: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-18. Discussion ensued around accounting these budget modifications to the penny, rather than an estimated figure. Remaining funds will remain in the line item it is transferred to. Motion approved unanimously 9-0.*

*1-2023-4: **Motion:** Laura Brown, seconded by Andrea Gatzke, to approve Budget Modification #2022-19. Motion approved unanimously 9-0.*

*1-2023-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-20. Motion approved unanimously 9-0.*

*1-2023-6: **Motion:** Laura Brown, seconded by Erica Brown, to approve Budget Modification #2022-21. Motion approved unanimously 9-0.*

*1-2023-7: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept the December vouchers in the amount of \$66,112.58. Motion approved unanimously 9-0.*

*1-2023-8: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$8,227.92. Motion approved unanimously 9-0.*

*1-2023-9: **Motion:** Laura Brown, seconded by Lisa Lerner, to accept the donation activity of \$1,902.06 for December. Motion approved unanimously 9-0.*

*1-2023-10: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to increase the compensation for the Recording Secretary, Suzanne Campise, from \$100 to \$150 per meeting. This is based on the increased cost of living, inflation, and performance. Motion approved unanimously 9-0.*

*1-2023-11: **Motion:** Joseph Braby, seconded by Ursula Inghem, to adopt the cash flow analysis provided by Calgi Construction as the official capital budget for the renovation. Motion approved unanimously 9-0.*

*1-2023-12: **Motion:** Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:34 pm.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary