

**KINGSTON LIBRARY BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING FEBRUARY 16, 2023**  
**AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401**

**CALL TO ORDER** at 6:36PM by Sarah Wenk, President

**ROLL CALL**

**Board Members in Attendance (8):**

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

**Board Members Absent (1)**

Frances Cathryn

**Others Present:**

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

**DISTRIBUTION**

Agenda, Board of Trustees (BOT) Meeting of February 16, 2022  
Minutes, Board of Trustees (BOT) Meeting of January 19, 2023  
Highlights of Financial Reports – February 16, 2022  
Budget Modification 2022-22  
Budget Modification 2022-23  
Balance Sheet as of January 31, 2023  
Budget v Actual Summary – through January 31, 2023  
Budget v Actual – through January 31, 2023  
Voucher Report – for February 2023 Meeting  
Pre-Audit Voucher Report - for February 2023 Meeting  
Donation Activity Report for January 2023  
Executive Committee Report—Meeting of February 13, 2023  
Operations Committee Report – Meeting of February 2, 2023  
Community Engagement Report – Meeting of February 7, 2023  
President’s Report – February 16, 2023  
Director’s Report – February 16, 2023  
Capital Checking Transactions – as of January 31, 2023  
Operating Checking Account Transactions – as of January 31, 2023

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve agenda for the Board of Trustees (BOT) for February 16, 2023. Motion approved unanimously 8-0.

**PUBLIC COMMENT - None**

**APPROVAL OF REGULAR BOARD MEETING MINUTES OF JANUARY 19, 2023.**

**Motion:** Sarah Wenk, seconded by Erica Brown, to approve the minutes of the Regular Board Meeting of January 19, 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 two Budget Modifications this month.

1. Budget Modification #2022-22 transfers funds in the amount of \$800 from library director medical insurance expense to library director social security expense due to a higher than budgeted amount for director's social security tax expense.

**Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-22. Motion approved unanimously 8-0.

2. Budget Modification #2022-23 is to transfer funds in the amount of \$80 from library director medical insurance expense to library director unemployment expense due to a higher than budgeted unemployment tax rate.

**Motion:** Laura Brown, seconded by Andrea Gatzke, to approve Budget Modification #2022-23. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Ursula Inghem, to accept the January 2023 vouchers in the amount of \$119,138.50. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$10,707.59. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Joseph Braby, to accept the donation activity for January 2023 of \$8,312.23. Motion approved unanimously 8-0.

Discussion ensued regarding pre-audit vouchers. These 10 items are limited by statute to items such as insurance and utilities.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL) –** Ursula Inghem reported that the FOKL met and discussed the Library Advocacy day, and they are interested in attending Albany and carpooling. There was a supplemental meeting discussing the Book Sale for March 18<sup>th</sup> and May 13<sup>th</sup>. They also discussed donating books to prisons and a bag book sale in July or August.

**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 February 13, 2023. The Committee approved the agenda and financials for 2/16/23 BOT meeting, discussed Operations Committee decisions regarding approval of work up to an established limit and discussed asking MHLS Trustees representing Ulster County to join the BOT at March or April board meeting.

**OPERATIONS COMMITTEE** – Joseph Braby reported that the Operations Committee met on February 2, 2023 with guests Lisa Hayes (architect), Dominic Calgi, Paul Mays, and attorney Robert Schofield (via Zoom).

Lisa brought sample drawings and discussed door types, sprinkler heads and types of floor coverings. These selections will be put in the bid documents.

Dominic Calgi and Paul Mays received estimates for Geotechnical testing and Paul Mays will contract with the lowest bidder, Tectonic, as a supplementary service for \$20,550, which will be billed separately.

There is also a contract for the site survey from Brinnier & Larios, P.C. who has done work for the library in the past. The board needs to approve this contract for \$3,500.00. This motion is presented in the “Resolution Ratifying an Agreement with Brinnier & Larios” document and with votes recorded.

**Motion:** Joseph Braby, seconded by Ursula Inghem, to ratify the Operations Committee’s approval of an agreement with existing contractor Brinnier and Larios, to conduct professional services in the form of site surveying, in the amount of up to \$3,500 and in connection with the forthcoming Library Construction project, and authorizes and directs the Library Director or Board President to execute same. Discussion ensued to change the word “town” to “city.” Motion approved unanimously 8-0.

Only the full Board can approve payments. However, the Board can delegate to a person or committee the authority to approve the start of work up to \$25,000.

1. Project **MUST** be Time Sensitive; if not wait for BOT Meeting.
2. Project **MUST** be under the approved amount.

If both conditions are met, the delegated person or entity can approve the **START** of work. All billing for payment must go through the full Board. This motion is outlined in the “Resolution Authorizing a Delegation of Authority to the Operations Committee” document.

**Motion:** Joseph Braby, seconded by Lisa Lerner, to allow the Operations Committee to authorize work, not to exceed \$25,000, in the event of an emergency arises that will delay the Library’s construction project if not acted upon before the ability to call a meeting of the Board; and it is further resolved that any authorization given by the Committee pursuant to this delegation will be reported to the Board of Trustees at its next meeting, and will be authority to proceed with work

only, and is an authorization to pay funds by the Library, such authority remaining solely with the Board of Trustees. Motion approved unanimously 8-0.

**Motion:** Ursula Inghem, seconded by Erica Brown, to modify the capital budget to move \$13,000 from Soft Cost Contingency to soil survey and borings account for geotechnical testing and to cover contingencies. Motion approved unanimously 8-0.

**COMMUNITY ENGAGEMENT COMMITTEE** – Erica Brown reported that the Community Engagement Committee met on February 7, 2023, and discussed how the Committee members can be involved. They discussed a library cat mascot (stuffed), engaging people through social media, and a countdown announcement until they are leaving the building. They also discussed collaborations and satellites. The group also discussed renaming the building to the Sojourner Truth building and incorporating artwork. The group discussed the annual report and ideas, such as “What Kingston Reads.” Discussion ensued about needing bilingual signage when the library is renovated.

**STANDARDS AND DEVELOPMENT COMMITTEE** – Laura Brown reported that the Standards and Development Committee met on February 16, 2023. They are working on policy and procedures – internally and externally. Margie Menard has been working on disaster recovery policy and procedure. They are reviewing other policies, such as ADA policies.

**PRESIDENT’S REPORT** – Sarah Went reported on the New York Library Association’s Library Advocacy day on Tuesday, February 28<sup>th</sup> and included a link with more information. She also outlined mandatory 2-hour trainings for Trustees. Her report included topics, links, and dates for upcoming trainings, including the MHLS Trustee Handbook Book Club, MHLS Trustee Essentials (date TBD), and the mandatory Sexual Harassment Prevention Trainings Part 1 & 2. Sarah reported that she asked Ulster County representatives from the MHLS board to visit the Kingston BOT for the March or April board meeting.

**DIRECTOR’S REPORT /ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** – Margie Menard asked Trustees to notify her when they complete their mandatory trainings. She submitted the Annual Report for Public and Association libraries this will and will have a final copy for review in March. She reported on the success of Stephanie Morgan’s Wednesday afternoon outreach story hour at the Broadway Bubble at 3pm, which is engaging new and more families each week and sharing about the library’s services. The 2023 Sustainability Challenge developed by Addie Smock and Brian James is gaining attention statewide and they were invited to submit a proposal and program to share their work with other librarians at the NYLA November conference. Margie encouraged Trustees to sign up for the MHLS weekly newsletter, and enclosed a link.

The MHLS Trustees who represent Ulster County, Stuart Auchincloss from Woodstock, Ken Goldberg from Saugerties, and Heather Blakely from Hurley, offered to attend an upcoming Kingston BOT meeting to share information and learn more about the Kingston Library.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**PUBLIC COMMENT BY TRUSTEES**

- Erica Brown shared a documentary screening about Rosa Parks. Hosted by Woodstock Film Festival – UPAC Friday, February 17<sup>th</sup> at 7pm.
- Gerry Harrington shared about “Movies with Spirit.” This month’s movie is “Burden,” a true story about a young white racist in the South who claims he wants to escape the Ku Klux Klan, and a Black Baptist minister who agrees to help him. It will be held at the Old Dutch Church, 272 Wall Street in Kingston, at 7 p.m. this coming Saturday, February 18, 2023.

**EXECUTIVE SESSION** – None.

**AJOURNMENT: Motion:** Ursula Inghem, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:34pm.

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

**RESOLUTIONS**

*2-2023-1: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve agenda for the Board of Trustees (BOT) for February 16, 2023. Motion approved unanimously 8-0.*

*2-2023-2: **Motion:** Sarah Wenk, seconded by Erica Brown, to approve the minutes of the Regular Board Meeting of January 19, 2023. Motion approved unanimously 8-0.*

*2-2023-3: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve Budget Modification #2022-22. Motion approved unanimously 8-0.*

*2-2023-4: **Motion:** Laura Brown, seconded by Andrea Gatzke, to approve Budget Modification #2022-23. Motion approved unanimously 8-0.*

*2-2023-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept the January 2023 vouchers in the amount of \$119,138.50. Motion approved unanimously 8-0.*

*2-2023-6: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$10,707.59. Motion approved unanimously 8-0.*

*2-2023-7: **Motion:** Laura Brown, seconded by Joseph Braby, to accept the donation activity for January 2023 of \$8,312.23. Motion approved unanimously 8-0.*

*2-2023-8: **Motion:** Joseph Braby, seconded by Ursula Inghem, to ratify the Operations Committee’s approval of an agreement with existing contractor Brinnier and Larios, to conduct professional services in the form of site surveying, in the amount of up to \$3,500 and in*

*connection with the forthcoming Library Construction project, and authorizes and directs the Library Director or Board President to execute same. Motion approved unanimously 8-0.*

*2-2023-9: **Motion:** Joseph Braby, seconded by Lisa Lerner, to allow the Operations Committee to authorize work, not to exceed \$25,000, in the event of an emergency arises that will delay the Library's construction project if not acted upon before the ability to call a meeting of the Board; and it is further resolved that any authorization given by the Committee pursuant to this delegation will be reported to the Board of Trustees at its next meeting, and will be authority to proceed with work only, and is an authorization to pay funds by the Library, such authority remaining solely with the Board of Trustees. Motion approved unanimously 8-0.*

*2-2023-10: **Motion:** Ursula Inghem, seconded by Erica Brown, to modify the capital budget to move \$13,000 from Soft Cost Contingency to soil survey and borings account for geotechnical testing and to cover contingencies. Motion approved unanimously 8-0.*

*2-2023-11: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 8-0.*

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