

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JUNE 15, 2023
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401

CALL TO ORDER at 6:33 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (8):

Sarah Wenk, President
Ursula Inghem, Vice President
Erica Brown, Secretary
Frances Cathryn
Joseph Braby
Gerry Harrington
Andrea Gatzke (joined 6:45p)
Lisa Lerner

Board Members Absent (1)

Laura Brown, Treasurer

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Justin Wood, CPA of Nugent & Haessler P.C. (attending remotely)
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of June 15, 2022
Kingston Library District – Management Letter – December 31, 2022
Kingston Library District – Internal Control Letter – December 31, 2022
Kingston Library District – Audit Report – December 31, 2022
Minutes, Board of Trustees (BOT) Meeting of May 18, 2023
Highlights of Financial Reports – June 8, 2023
Balance Sheet as of May 31, 2023
Budget v Actual Summary – through May 31, 2023
Budget v Actual – through May 31, 2023
Voucher Report – for June 2023 Meeting
Pre-Audit Voucher Report - for June 2023 Meeting
Donation Activity Report for May 2023
Lease. Kingston Library, 61 Crown Street v2 Executive Form
2024 Working Budget with Comps
Executive Committee Report—Meeting of June 13, 2023
Operations Committee Report – Meetings of June 1 & June 12, 2023
President’s Report – June 15, 2023
Part 1 Director Evaluation
Part 2 Director Evaluation

Library Board Self Evaluation ALA handbook
Director's Report – June 15, 2023
Capital Checking Account Transactions – as of May 31, 2023
Operating Checking Account Transactions – as of May 31, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Erica Brown, to approve agenda for the Board of Trustees (BOT) for June 15, 2023. Motion approved unanimously 7-0.

PRESENTATION OF 2022 AUDIT – JUSTIN B. WOOD, CPA, NUGENT & HAESSLER, P.C. - Nugent and Haessler, P.C. have audited the financial statements of the Kingston Library District for the year ending December 31, 2022. They were on site on May 11, 2023, to perform audit procedures. The Kingston Library has a three-year contract with Justin Wood, CPA. This is the second of three years. Justin Wood highlighted key points of the **Audit Report:**

- **Schedule of Expenditures compared to Budget (Page 35).** Expenditures came in under budget by 15%. The auditors look at Employee Benefits, which can change from projected budget. The Library has a 10% cushion, which is positive. They also like to see a 10% cushion for Operational Maintenance of Building; the Library was under budget by 13%. The Library has a conservative budget (more than 10% under budget).
- **Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds (Page 16).** General Fund Balance End of Year of 2022 was \$767,516. He discussed Revenues from Capital Projects, which included NoVo funding (\$2 million) and \$73,777 from grants that Margie Menard applied for and received.
- **Balance Sheet – Governmental Funds (Page 15).** This reflects the Assets, Liabilities and Fund Balances. The Unassigned Fund balance is available for use. This amount is used as a measurement by NY State Comptroller whether an organization is in “fiscal stress” (starting at 20%). The library is at 52.13% of the 2023 budget, indicating that the library has a healthy fund balance.
- **Statement of New Position Governmental Activities (Page 13).** This combines the General and Capital Fund and includes all long-term assets and liabilities. The library has a Total Net Position of \$6,154,372, which is a positive position.

Justin Wood reviewed the **Management Letter**, which reports any material adjusting journal entries or material specific findings. There are no material adjusting journal entries or material specific findings for the Kingston Library, which reflects the positive work Margie and Eileen are doing.

Justin Wood reviewed the **Internal Control Letter**. There was a finding on Internal Control Purposes (which is common for an organization of this size) that proposes a segregation of duties concerning receiving, recording, depositing, and reconciling cash receipts, and a segregation of duties concerning approving bills to be paid, writing checks, signing checks, recording disbursements, and reconciling bank statements. While it is recommended these tasks be

assigned to different employees, due to the limited number of employees, it may be impractical for the Kingston Library to comply.

He also discussed how some organizations were mistakenly being charged sales tax, and so the auditors checked for that. The Library was not charged sales tax. He also suggested that the Library keep an eye on interest rates and to shop to find a better rate. Justin Wood says that he is available year-round if there are questions.

PUBLIC COMMENT – None

APPROVAL OF REGULAR BOARD MEETING MINUTES OF MAY 18, 2023. Motion: Erica Brown, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of May 18, 2023. Motion approved unanimously 8-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Ursula Inghem 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: Ursula Inghem, seconded by Erica Brown, to accept the vouchers in the amount of \$145,690.10. Motion approved unanimously 8-0.

Motion: Ursula Inghem, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$32,193.51. Motion approved unanimously 8-0.

Motion: Ursula Inghem, seconded by Erica Brown, to accept the donation activity of \$91.35. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met Tuesday, June 13, 2023. They will do the last major book sale on July 22nd from 10-2pm. After the book sale, books will be made available to nonprofits for free. Please spread the word to the nonprofits. They are planning a way to promote the September 19th budget vote.

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 June 13, 2023. The Committee approved the agenda and vouchers and discussed the temporary lease for 61 Crown Street. The library will be paying utilities at both locations. Gerry Harrington noted a typo on page 2 under “rent” item #5. It should read “the first (1st) calendar *day* of any month” (italics added). Margie Menard made a note for the final document.

Motion: Sarah Wenk, seconded by Lisa Lerner, to approve leasing temporary space located at 61 Crown St. from 61 Crown St. LLC at an annual rent of \$144,000 in accordance with the proposed lease agreement from 61 Crown St. dated June 15, 2023, and authorizes and directs the Board President, in consultation with library counsel, to execute the proposed lease and any other

documents that may be necessary to move forward with the occupancy of the temporary space. Discussion ensued. This is an 18-month lease with two 3-month options to renew. Motion approved unanimously 8-0.

The Executive Committee also looked over the 2024 draft budget, which was distributed to the Board at this meeting for their review and questioned before July 20th, 2023 board meeting, at which the budget will be finalized. The Board must adopt a budget by August 1st to be presented to voters for the tax levy vote on September 19th. They also discussed the LaForce scholarship, and Laura Brown will help streamline the process. The Director and Board Evaluations are available in digital file, and Sarah Wenk asked the Board to be complete both evaluations by the end of 2023.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on June 1, 2023 and June 12, 2023. They met and discussed with the architects designs to be included in the bidding documents for the Library building, as well as designed for the Cioni building, such as community room, children’s room, and staff area. The site plan review will be at the July meeting. The Operations Committee will also connect with Landmark flooring to repair stair treads.

Sarah Wenk shared about designs and decisions of the new bathrooms and spaces, including a transformer, which is quieter, where the current air conditioners are.

COMMUNITY ENGAGEMENT COMMITTEE – The Committee did not meet this month. Meeting will be rescheduled.

STANDARDS AND DEVELOPMENT COMMITTEE – The Standards and Development Committee met on June 15th, 2023.

Motion: Frances Cathryn, seconded by Gerry Harrington, to approve Disaster Recovery Policy as presented at last month’s board meeting. Motion approved unanimously 8-0.

Frances Cathryn reported about the pushback for a Drag Queen Story Hour at Woodstock Library. The Committee discussed steps to have a written policy for Kingston Library to include events and programs. This would cover protocols of how a complaint can be made. It will expand the form to encourage people to be more specific and thoughtfully presented for Board review. Anything that comes to the board is public record.

PRESIDENT’S REPORT – Sarah Wenk reported that she and Margie Menard met with the city finance team and Bob Schofield to discuss the bond payout schedule. They approved revisions to the lease for the Cioni building. Sarah also reminded the Board to complete the Director and self-evaluations by the end of 2023.

DIRECTOR’S REPORT– Margie Menard reported that Saturday, June 24th launches Summer Reading. The Library is doing community outreach and tabling events. Margie invited Board members to be a part. Margie will schedule a visit to the new temporary space for Trustees, staff,

and Friends this summer. The library will continue to operate as usual throughout the summer with all regular programs and services. In September, programming will be scaling back.

To answer questions about the new temporary location to the public, the Library must be within the limits of the city of Kingston. There were limited options for the library's needs. The Cioni building allows the library to be all in one space, instead of scattered programming in different locations. The owner has worked favorably with the library to make this happen and has given the library a good rate. Once the lease is signed, the Library will work with the owners to create a press release.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)- Margie Menard shared that UCLA President, Katie Scott-Childress has been featured in the [Kingston Daily Freeman](#) where she highlighted Transparent Language and some of other library services.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Addie Smock shared that the library will host a conversation about rent this Saturday from 1-4p.
- There will also be an event around pronouns and promoting respect led by the LGBTQ center on Wednesday, June 28 from 6-730pm.
- Gerry Harrington recommended cyber liability insurance. Margie Menard has quotes.
- Gerry Harrington shared "Movies with Spirit." This month's film is *Samsara*. This Saturday, June 17th at 7pm at Vivekananda Retreat, Ridgely - 101 Leggett Road in Stone Ridge.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:56 pm.

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

RESOLUTIONS

*6-2023-1: **Motion:** Ursula Inghem, seconded by Erica Brown, to approve agenda for the Board of Trustees (BOT) for June 15, 2023. Motion approved unanimously 7-0.*

*6-2023-2: **Motion:** Erica Brown, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of May 18, 2023. Motion approved unanimously 8-0.*

6-2023-3: **Motion:** Ursula Inghem, seconded by Erica Brown, to accept the vouchers in the amount of \$145,690.10. Motion approved unanimously 8-0.

6-2023-4: **Motion:** Ursula Inghem, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$32,193.51. Motion approved unanimously 8-0.

6-2023-5: **Motion:** Ursula Inghem, seconded by Erica Brown, to accept the donation activity of \$91.35. Motion approved unanimously 8-0.

6-2023-6: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to approve leasing temporary space located at 61 Crown St. from 61 Crown St. LLC at an annual rent of \$144,000 in accordance with the proposed lease agreement from 61 Crown St. dated June 15, 2023, and authorizes and directs the Board President, in consultation with library counsel, to execute the proposed lease and any other documents that may be necessary to move forward with the occupancy of the temporary space. Motion approved unanimously 8-0.

6-2023-7: **Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve Disaster Recovery Policy as presented at last month's board meeting. Motion approved unanimously 8-0.

6-2023-8: **Motion:** Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 8-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary