

**KINGSTON LIBRARY BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING JULY 20, 2023  
AT THE KINGSTON LIBRARY - 55 Franklin Street, Kingston, NY 12401**

**CALL TO ORDER** at 6:35 PM by Sarah Wenk, President

**ROLL CALL**

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

Sarah Wenk, President  
Erica Brown, Secretary  
Laura Brown, Treasurer  
Frances Cathryn  
Joseph Braby  
Gerry Harrington  
Andrea Gatzke  
Lisa Lerner

**Board Members Absent (1)**

Ursula Inghem, Vice President

**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 July 20, 2022  
Minutes, Board of Trustees (BOT) Meeting of June 15, 2023  
Executive Committee Report—Meeting of July 18, 2023  
Resolution (Tax Cap Override)  
Resolution (2024 Budget & Tax Levy Increase)  
Resolution (Election Date)  
Operations Committee Report – Meetings of June 30, July 6, and July 13, 2023  
President’s Report – July 20, 2023  
Director’s Report – July 20, 2023  
Capital Checking Account Transactions – as of June 30, 2023  
Operating Checking Account Transactions – as of June 30, 2023

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve agenda for the Board of Trustees (BOT) for July 20, 2023. Motion approved unanimously 8-0.

**PUBLIC COMMENT** – None

**APPROVAL OF REGULAR BOARD MEETING MINUTES OF JUNE 15, 2023. Motion:**

Erica Brown, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of June 15, 2023. Motion approved unanimously 8-0.

### **HIGHLIGHTS OF FINANCIAL DOCUMENTS**

Laura Brown are delayed. More will be shared during the Executive Committee report.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)** – Addie Smock reported that FOKL had a book sale. The Friends will collaborate with the Community Engagement Committee for the paranormal event on October 14, 2023.

**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 July 18, 2023. The Committee approved the agenda and discussed the accountant issues that have delayed the financials. The bookkeeper, Eileen, is not feeling well, and there will be a scheduled meeting – TBD. Sarah Wenk and Margie Menard shared that the Library may look for an additional bookkeeper for some financial responsibilities and to have as a backup.

**Motion:** Erica Brown, seconded by Lisa Lerner, to move August BOT meeting to Thursday, August 24, 2023 at 6:30p. Motion approved unanimously 8-0.

**Motion:** Gerry Harrington, seconded by Lisa Lerner, to override the Tax Levy Limit (2%) imposed by General Municipal Law §3-c(3) for the purpose of the Kingston Library District 2024 Fiscal Year budget, as outlined in the “Resolution Overriding the Tax Levy Limit Imposed by General Municipal Law §3-c(3) for the 2024 Fiscal Year” document. The resolution was put to a vote on roll call. Motion approved unanimously 8-0.

**Motion:** Joseph Braby, seconded by Andrea Gatzke, to adopt budget the proposed 2024 Operating Budget and directs that a vote on an increased tax levy of \$1,095,717 be placed on the ballot for the Annual Library Election, as outlined in the “Resolution Adopting Budget and Proposed Tax Levy for Library Operations” document. The resolution was put to a vote on roll call. Motion approved unanimously 8-0.

**Motion:** Gerry Harrington, seconded by Lisa Lerner, to schedule the Annual Library Election for Tuesday, September 19, 2023; fill three vacancies on the Board of Trustees; include a proposition to consider and vote upon an expenditure of funds to finance and support the operation of the Library District, as outlined on the “Resolution Scheduling the Annual Library Election” document. The resolution was put to a vote on roll call. Motion approved unanimously 8-0.

**OPERATIONS COMMITTEE** – Joseph Braby reported that the Operations Committee (OC) met three times since the June BOT meeting and will be meeting every other week moving forward. on July 6, 2023. A summary of their meetings are as follows:

1. June 30, 2023 – meeting with attorney Chris MacDonald about the status of the

negotiation with Old Republic about the amphitheater. The Operations Committee recommends accepting his recommendation and move that the Board accept the recommendation and settle for \$52,500.

2 July 6, 2023 – meeting with Lisa Hayes to discuss the need on deciding on fixtures (lighting and flooring) so that actual costs and budgets can be determined. The Operations Committee will go to the showroom in Albany to see how they look in person.

3. July 13, 2023 – meeting with Lisa Hayes to plan to go to Albany, and with Sue Cahill to review the new updated site plan to be provided by Brinnier and Larios. The dates for drilling the test well for the geothermal system are August 28 and 29<sup>th</sup>. Drilling will be loud.

**COMMUNITY ENGAGEMENT COMMITTEE** – The Committee met on July 11, 2023, and discussed:

1. Volunteering at the Kingston Farmers Market on September 23, 2023
2. The July 5<sup>th</sup> *Daily Freeman* article regarding the temporary location at the Cioni Building
3. Organizations, such as the Kingston Hospital, that can take library books permanently.
4. The Library-After-Dark event on October 14<sup>th</sup> at the library.
5. The Goodbye Party for the Library. Ideas include a parade from Franklin location to Crown Street location, and include a Mega Blocks wall, a 2-year time capsule, writing letters to the "new" library, exploring the library's evolution through images, and setting up an imagination station. A committee is being formed to organize it.

**STANDARDS AND DEVELOPMENT COMMITTEE** – The Standards and Development Committee met on July 20, 2023 and discussed the Policies and Request form. The Library will refer to the larger Human Rights Law (which includes Gender Expression). They also created a draft policy titled “Collection at Kingston Library” (See appendix) for a first reading by Board members to review, which will be voted on at the August 24, 2023 meeting.

**PRESIDENT’S REPORT** – Sarah Wenk reported that she received the settlement paperwork regarding the amphitheater. She and Margie Menard also toured the Cioni building with architect, Lisa Hayes, on Thursday, July 13<sup>th</sup>. They attended the Planning Board meeting on Monday, July 17<sup>th</sup> with Paul Jankovitz and Corbin Plays, and received the site plan approval for the Cioni building.

**DIRECTOR’S REPORT**– Margie Menard reported that the tax levy vote and Trustee election will take place on Tuesday, September 19<sup>th</sup> from 10am-8pm at the Kingston Library. She outlined due dates for Trustee petition packets. The renovation plans and the work at the Cioni building are on track. Trustees will be asked to vote to put the renovation project out to bid at the August 24<sup>th</sup> meeting. She and Sarah Wenk will be meeting with the architect, construction manager, and attorney to clarify the project timeline for the City of Kingston’s finance team for the bond financing process. She shared the public’s feedback on the temporary location – some criticism, but overall more positive feedback. Margie also reported that the summer reading

program is almost halfway through and expressed thanks to Addie, Brian and Stephanie for their excellent work. The Library Newsletter contains more information.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)-** Margie Menard shared that UCLA President, Katie Scott-Childress will be developing a request (which is requested annually) for legislative funding to support the UCLA’s digital resources provided through the Ulster County Info Portal.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**PUBLIC COMMENT BY TRUSTEES**

- Erica Brown shared that she signed up for the Strategic Planning training. She shared that CPW has a photo festival on July 21<sup>st</sup> and that Habitat for Humanity ReStore needs items to sell. TransArt will have an opening this Saturday, July 21st at 11-5pm.
- Gerry Harrington shared that Movies with Spirit will happen on Saturday, August 19<sup>th</sup>. This month’s movie is *Past Lives*. It will be held at Congregation Emanuel – 243 Albany Avenue, Kingston, NY.

**EXECUTIVE SESSION** – None.

**AJOURNMENT: Motion:** Gerry Harrington, seconded by Joseph Braby, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:41 pm.

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

**RESOLUTIONS**

*7-2023-1: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve agenda for the Board of Trustees (BOT) for July 20, 2023. Motion approved unanimously 8-0.*

*7-2023-2: **Motion:** Erica Brown, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of June 15, 2023. Motion approved unanimously 8-0.*

*7-2023-3: **Motion:** Erica Brown, seconded by Lisa Lerner, to move August BOT meeting to Thursday, August 24 2023 at 6:30p. Motion approved unanimously 8-0.*

*7-2023-4: **Motion:** Gerry Harrington, seconded by Lisa Lerner, to override the Tax Levy Limit (2%) imposed by General Municipal Law §3-c(3) for the purpose of the Kingston Library District 2024 Fiscal Year budget, as outlined in the “Resolution Overriding the Tax Levy Limit Imposed by General Municipal Law §3-c(3) for the 2024 Fiscal Year” document. The resolution was put to a vote on roll call. Motion approved unanimously 8-0.*

7-2023-5: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to adopt budget the proposed 2024 Operating Budget and directs that a vote on an increased tax levy of \$1,095,717 be placed on the ballot for the Annual Library Election, as outlined in the “Resolution Adopting Budget and Proposed Tax Levy for Library Operations” document. The resolution was put to a vote on roll call. Motion approved unanimously 8-0.

7-2023-6: **Motion:** Gerry Harrington, seconded by Lisa Lerner, to schedule the Annual Library Election for Tuesday, September 19, 2023; fill three vacancies on the Board of Trustees; include a proposition to consider and vote upon an expenditure of funds to finance and support the operation of the Library District, as outlined on the “Resolution Scheduling the Annual Library Election” document. The resolution was put to a vote on roll call. Motion approved unanimously 8-0

7-2023-7: **Motion:** Gerry Harrington, seconded by Joseph Braby, to adjourn. Motion approved unanimously 8-0.

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

## **APPENDIX I - Collection at Kingston Library**

### **A. Mission and Objectives**

The mission of the Kingston Library is to be a vital center in our diverse community that inspires lifelong learning and empowers our citizens by providing free and equal access to information, ideas, books, and technology. The Library will provide the community with quality staff, resources, programs and service. The Library recognizes these five main fields of responsibility are:

1. Establish the Kingston Library as a trusted center of information connecting the Kingston community with relevant resources for education, enrichment, empowerment, and entertainment
2. Provide well-designed experiences for all who connect with the Kingston Library by focusing on building and service plans that prioritize patrons and users of the library
3. Create a culture prioritizing diversity and inclusiveness of all members of the Kingston community in every aspect of the Library’s operations
4. Promote the Library as central to the activities of all citizens of Kingston, and a place to engage and connect with others in the community as well as the larger world
5. Align the Library’s efforts with the ongoing growth and progress of our community, and foster active and open communications with local leaders and organizations

### **B. Selection of Materials**

For a well-rounded collection, library staff select materials based on local and national demand, professional and popular media reviews, and recommendations from the public and other library

staff, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of library users, rather than the academic and highly technical works collected by universities and other research institutions.

### **Criteria for Book Selection**

1. The Library will collect non-fiction primarily in subject areas of general interest to library patrons, including opposing viewpoints. Less emphasis will be placed upon, but will not exclude, other areas of non-fiction.
2. Attempts will be made to purchase best-selling fiction materials during the extent of their popularity.
3. Older titles may be purchased to fill gaps in series or to fill gaps in the collection as budgetary funds are available.
4. Patrons will be encouraged to utilize inter-library loan to access needed materials when this library does not have a particular title.
5. The number of copies of any title shall be dependent upon local patron demand.
6. It is not the responsibility of the Library to provide curriculum-supportive materials for students, including home schooled students.
7. The Library will not purchase textbooks but may purchase study guides.
8. Materials that will not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed for proselytizing, or purely propagandistic literature.
9. Addition of an item to the Library's collection in no way represents the Library's endorsement of any theory, idea or policy contained in the material.
10. Librarians will strive to find a review of items before considering them for purchase. Materials that receive poor reviews or no reviews may be purchased if there is local demand. No one publication or source is relied upon exclusively.
11. The director may delegate responsibility for selection to other staff members. The final authority for the determination of policy to guide the selection and acquisition of library materials rests with the Kingston Library Board of Trustees.
12. The Library will provide a wide selection of print, non-print, and electronic resources in order to serve a broad spectrum of users. Innovative formats will be acquired and made accessible as they are judged relevant to the collection and the community and as funds allow.

### **C. Gifts**

The Friends of Kingston Library accept donations of materials in good condition which are sold to raise money for the Library.

By accepting gifts, Kingston Library assumes no special obligation to the donors or that the gift will be retained in perpetuity. Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Kingston Library, and may be given to other libraries and nonprofit agencies, sold at the Friends of Kingston Library book sale, or discarded at the discretion of Library staff. Donated materials which may be added to the collection will not automatically be replaced if

worn-out, damaged, or lost, or if they have become obsolete. Gifts that do not meet the Library's selection criteria are disposed of in whatever way the Library sees fit.

The Library discourages conditional gifts, but the Board of Trustees may approve special arrangements. Upon request, the Library will provide the donor with an acknowledgement letter to serve as a tax receipt. The Library is not permitted to place a value on donations.

Due to the volume of gifts received, the Library cannot track or return unsolicited items received from publishers or individuals. The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

#### **D. Withdrawal of Materials, Resources and Equipment**

Materials which no longer meet the stated objectives of the Library, will be withdrawn from the collection. An item is considered for discard when it is:

- obsolete or outdated
- damaged or deteriorated
- no longer circulating
- one of many copies of a formerly popular title

The Library will follow the standards set forth in the latest edition of The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries as closely as possible. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library or recycled. Disposition of library materials weeded will be at the discretion of the director.

#### **E. Requests for Reconsideration of Services**

The Kingston Library Board of Trustees understands that individuals within the community have diverse interests, backgrounds, cultural heritages, social values and needs. The Board further acknowledges that the library serves all people within the community, and that library policies and procedures recognize protected classes as outlined by the Ulster County Human Rights Law; learn more about the law [here](#).

The library defines services as materials including books and magazines, as well as programming and events. The library does not exclude services that are biased, partisan, or anti-social, or that may offend the tastes of some citizens for reasons of frankness of vocabulary or description, unless these books are also below our accepted standards of selection, ie being cruel without making a larger argument.

A balanced collection of materials and programming will represent all points of view on a subject, even those that might be considered extreme. The purchase of controversial items by the library does not constitute endorsement of the views expressed.

The Board believes that while anyone is free to reject for themselves services of which they do not approve, this cannot be exercised to restrict freedom of others to read or attend. Kingston Library supports the American Library Association's Library Bill of Rights and Freedom to Read statements.

Kingston Library serves people from many walks of life, with a variety of viewpoints and tastes. Materials are purchased and programming is scheduled to meet these diverse needs, believing that the right to read and the right of free access to library services for people is essential to the individual's freedom of thought. It is the obligation of the public library to reflect within its collection differing points of view and a variety of types of writing. The Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author.

Consequently, it is inevitable that some patrons will find certain services in the Library's collection objectionable. But, the Library belongs to the entire City of Kingston and has a responsibility to serve it in all its diversity. That responsibility includes providing services that may be offensive to certain patrons.

The Library will attempt to present various points of view for controversial issues, but in no circumstance should it take a public stand. The Library's function is not to dictate, but rather to educate and provide materials from which patrons can make intelligent choices and decisions.

As a responsibility of our library service, materials and other programming are chosen to cover a wide variety of subjects for the information, education, and enjoyment of the people of our community. No materials are to be excluded due to the race, nationality, political or religious views of the writer. No reading matter shall be removed from the library shelves or programming excluded from our schedule of events because of doctrinal or social content.

Patrons or staff members who wish to request the reconsideration of library services must fill out as completely as possible and sign a Request for Reconsideration Form **(See Exhibit A)**, which is available at the circulation desk. The form must be completely filled out, thus assuring the patron that his/her concern will be addressed by the appropriate library staff. Anonymous communications will not be honored. Action will only occur after the signed Request for Reconsideration Form is returned to the Library.

Once a completed Request for Reconsideration Form is returned to the Library, the board is notified and a formal process begins. During this process, the services in question will remain in the Library's collection. The director, in conjunction with members of the board, will review the services in question and make a decision. The board will forward a written response to the complainant.