

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING NOVEMBER 16, 2023
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:34PM 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
Andrea Gatzke
Frances Cathryn
Gerry Harrington
Lisa Lerner

Board Members Absent (0)

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 November 16, 2023
Minutes of Reorganization Board Meeting, October 19, 2023
Minutes of Regular Board Meeting, October 19, 2023
Financial Highlights Report – November 10, 2023
Balance Sheet – as of October 31, 2023
Budget v Actual Summary – January through October 2023
Budget v Actual – January through October 2023
Budget Modification #2023-3
Budget Modification #2023-4
Budget Modification #2023-5
Voucher Report – for November 2023 Meeting
Pre-Audit Voucher Report – for November 2023 Meeting
Donations – October 2023
Health Insurance 2024
Executive Committee Report – Meeting of November 14, 2023
Operations Committee Report – Meeting of November 2, 2023
Award Rec-All Primes C-O-001-11092023-TLK
Community Engagement Committee Report – Meeting of November 14, 2023
President’s Report - November 16, 2023

Director's Report – November 16, 2023
Capital Checking Account Transactions – as of October 31, 2023
Operating Checking Account Transactions – as of October 31, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Andrea Gatzke, seconded by Erica Brown, to approve the agenda for the Board of Trustees (BOT) meeting for November 16, 2023. Frances Cathryn shared an addition to the agenda that the Standards and Development Committee is submitting the Request for Reconsideration of Library Services and the Trustee Education Policy, which were revised on November 16, 2023, for a first draft reading. Motion approved unanimously 9-0.

PUBLIC COMMENT – None

APPROVAL OF REORGANIZATION BOARD MEETING MINUTES OCTOBER 19, 2023. Motion: Ursula Inghem, seconded by Joseph Braby, to approve the minutes of the Reorganization Board Meeting of October 19, 2023. Motion approved unanimously 9-0.

APPROVAL OF REGULAR BOARD MEETING MINUTES OCTOBER 19, 2023. Motion: Lisa Lerner, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of October 19, 2023. Motion approved unanimously 9-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Laura Brown, Treasurer, reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which was sent to the board members in advance. Discussion ensued over Budget versus Actual paragraph. There is a typo. It should read Capital interest income for October, not August. There are three Budget Modifications this month.

Motion: Laura Brown, seconded by Ursula Inghem, to accept Budget Modification #2023-3 to transfer \$3,000 from Professional Fees Other to Professional Fees Accounting due to higher than budgeted audit and accounting fees. Motion approved unanimously 9-0.

Motion: Erica Brown, seconded by Andrea Gatzke, to accept Budget Modification #2023-4 to transfer \$650 from Building Repairs to Rent, Repair and Maintenance Office Equipment due to increased copier rental expenses than expected in the budget. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-5 to transfer \$2,000 from Building Repairs to Custodial Supplies due to higher expenses than expected. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Erica Brown, to accept the vouchers in the amount of \$177,069.92. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Erica Brown, to accept pre-audit vouchers in the amount of \$5,023.94. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$74.52. Motion approved unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met with the Community Engagement Committee on November 14, 2023 and discussed the Opening Event for the 61 Crown Street location happening on Saturday, November 18, 2023. FOKL was also able to move all the books from the basement.

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 November 14, 2023 and discussed the agenda for the 11/16/23 meeting, reviewed and approved vouchers, the plans to vote on the contractor bids for Franklin St., the 11/18 event planning meeting, and a request from the Margie Menard for 2024 staff medical insurance increases.

Margie Menard asked the board to approve an increase in the health insurance amount from \$833/month in 2023 to up to \$909/month per full-time staff member in 2024 and \$400/month per employee receiving the buy-out for next year. It would create up to \$2,000 over next year.

Motion: Gerry Harrington, seconded by Lisa Lerner, to increase the health insurance from \$833 to up to \$909/month per full-time staff member for 2024.

Motion: Andrea Gatzke, seconded by Erica Brown, to approve payment of \$400/month per employee who receives the buy-out for the year 2024. Motion approved unanimously 9-0.

Sarah Wenk also proposed to change the December Board of Trustees meeting to Thursday, December 14, 2023. The board agreed.

OPERATIONS COMMITTEE - Joseph Braby reported that the Operations Committee met on November 2, 2023. They discussed 3 things: 1) the Opening Party Planning Meeting guides, greeters and board volunteers; 2) the list of bidders for the renovation of 55 Franklin St. that the Board will vote on the bids; and, 3) the acquisition of the Todd Samara mural. Joe is researching moving companies and Sarah is contacting storage companies and costs. The Operations Committee may ask FOKL for help with storage costs. Ursula Inghem shared that the Friends is willing to cover storage costs.

Motion: Sarah Wenk, seconded by Ursula Inghem, to adopt the bid award recommendations and the alternates made by the Calgi Construction for all six contracts as outlined in the “Resolution Issuing Requests for Bids from Contractors for the Kingston Library Reconstruction Project” as presented. Discussion ensued. Motion approved unanimously 9-0.

COMMUNITY ENGAGEMENT COMMITTEE – Erica Brown reported that the Community Engagement Committee met on November 14, 2023, and discussed the Opening Party at 61 Crown Street on Saturday, November 18th, 2023. Details included food (from Black-Eyes Susie’s); rooms to be used; volunteers for set-up, during, and break-down; a letter-writing table,

and gift cards for staff. Board members are asked to attend this event. They also discussed a future donut-eating contest event in June 2024.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on November 16, 2024 and discussed the Request for Reconsideration of Library Services and the Trustee Education Policy that was revised on November 16, 2023 per new guidelines from the Library Association. Both documents are included in the minutes below in the Appendix for a first reading by board members.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended some of the contractor interviews with Calgi, Lisa, and Margie. She also attended the finance meeting with Bob Schofield and the city finance team. Her plan is to ask the city to bond the full amount now, rather than a BAN, which will incur larger interest payments. Sarah also attended the 11/18 event planning meeting. She spoke to the storage company about storing the Todd Samara mural. Plans are still to be determined. Discussion ensued about the mural.

DIRECTOR’S REPORT– Margie Menard reported that the move is complete and thanked the staff, movers, administrators, and the landlord crew. The library opened as planned on October 30, 2023. New patrons are visiting the library at this temporary location.

Margie attended contractor interviews on November 8, 2023 with the construction manager and architect. She also attended a meeting with the attorney, the construction manager, and the City of Kingston finance team to discuss the best approach to borrowing voter approved money. They will meet again on Monday, 11/20.

The City of Kingston building inspector inspected the 61 Crown St space and there are minor issues that can and will be easily be corrected, such as hardware and some Exit signs.

Margie also reported that the E-Rate consultant, John Rossi, is retiring and transferring his business to Solix Inc. Margie talked with a Solix staff person and decided to transfer over to Solix, which has over 20 years of experience working with schools and libraries to support E-Rate needs, at the same Teletech rate. Solix has more experience on tier 2 E-Rate funding, which will be helpful for Franklin St. renovation.

Margie will be on vacation next week. The library will be closed next Thursday and Friday, November 23-24, 2023, for Thanksgiving holiday, and will re-open on Saturday, November 25, 2023.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Addie Smock shared that the Book Club will begin in 2024 on the theme “Forgotten Favorites.” She invited Board members to pick a month and a book. Margie Menard will host the January meeting.

- Andrea Gatzke requested an agenda item for the December meeting on library salaries.
- Margie Menard shared that the interviews for the Children’s Librarian will begin the week after Thanksgiving.
- Gerry Harrington shared that “Movies with Spirit” will occur this Saturday, November 18th, 2023 at 7pm at Woodstock Reformed Church, 16 Tinker Street in Woodstock. The movie this month is *I Like Movies*.
- Erica Brown shared about Toys for Toys through WKNY on Saturday, December 2 from 12-5pm. Bring a new and unwrapped toy to Frank Guidos Little Italy to get a 10% off a meal.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Margie Menard, seconded by Erica Brown, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:48pm.

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

RESOLUTIONS

11-2023-1: Motion: Andrea Gatzke seconded by Erica Brown, to approve the agenda for the Board of Trustees (BOT) meeting for November 16, 2023. Motion approved unanimously 9-0.

11-2023-2: Motion: Ursula Inghem, seconded by Joseph Braby, to approve the minutes of the Reorganization Board Meeting of October 19, 2023. Motion approved unanimously 9-0.

11-2023-3: Motion: Lisa Lerner, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of October 19, 2023. Motion approved unanimously 9-0.

11-2023-4: Motion: Laura Brown, seconded by Ursula Inghem, to accept Budget Modification #2023-3 to transfer \$3,000 from Professional Fees Other to Professional Fees Accounting due to higher than budgeted audit and accounting fees. Motion approved unanimously 9-0.

11-2023-5: Motion: Erica Brown, seconded by Andrea Gatzke, to accept Budget Modification #2023-4 to transfer \$650 from Building Repairs to Rent, Repair and Maintenance Office Equipment due to increased copier rental expenses than expected in the budget. Motion approved unanimously 9-0.

11-2023-6: Motion: Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-5 to transfer \$2,000 from Building Repairs to Custodial Supplies due to higher expenses than expected. Motion approved unanimously 9-0.

11-2023-7: Motion: Laura Brown, seconded by Erica Brown, to accept the vouchers in the amount of \$177,069.92. Motion approved unanimously 9-0.

*11-2023-8: **Motion:** Laura Brown, seconded by Erica Brown, to accept pre-audit vouchers in the amount of \$5,023.94. Motion approved unanimously 9-0.*

*11-2023-9: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$74.52. Motion approved unanimously 9-0.*

*11-2023-10: **Motion:** Gerry Harrington, seconded by Lisa Lerner, to increase the health insurance amount for full-time staff from \$833 to \$909/month per staff member for 2024.*

*11-2023-11: **Motion:** Andrea Gatzke, seconded by Erica Brown, to approve payment of \$400/month per employee who receive the buy-out for the year 2024. Motion approved unanimously 9-0.*

*11-2023-12: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to adopt the bid award recommendations and the alternates made by the Calgi Construction for all six contracts as outlined in the “Resolution Issuing Requests for Bids from Contractors for the Kingston Library Reconstruction Project” as presented. Motion approved unanimously 9-0.*

*11-2023-13: **Motion:** Margie Menard, seconded by Erica Brown, to adjourn. Motion approved unanimously 9-0.*

APPENDIX (see below)

- Request for Reconsideration of Library Services
- Trustee Education Policy – Revised 11.16.2023

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

REQUEST FOR RECONSIDERATION OF LIBRARY SERVICES

KINGSTON LIBRARY

If you wish to request reconsideration of library services, please fill out this form as completely as possible and return it to Director; Kingston Library, 55 Franklin Street, Kingston, NY 12401. PLEASE NOTE: your request will be forwarded to the Kingston Library Board of Trustees and it will become a matter of public record, including your name and address.

1. What service are you commenting on: (e.g. book, video, magazine, program, etc.) _____

2. Please provide the following information on this material:

Title: _____

Author or presenter: _____

Copyright date: _____ Publisher/Producer: _____

Program date: _____

3. Why did you select this item to read or view? Please explain:

4. Before borrowing the book, did you read the dust jacket summary or leaf through the book or read the full program description? Yes _____ No _____

If not, what informs your opinion on the content of this material or program?

5. Did you read, view, or listen to the entire work or attend the program in full? Yes _____ No _____

If not, what parts did you read, view, or listen to?

6. To what in the material or program do you object? Why? (Please be specific, citing page numbers, etc; use other side if needed.)

7. What is the central message of this material or program?

8. Would anyone else, for any reason, find value or merit in the material or program? Why?

Trustee Education Policy – Revised 11.16.2023

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities, and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Library Director annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the Kingston Library Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the Library Director evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Library Director by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Self-Assurance of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the Library Director for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date