

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING DECEMBER 14, 2023
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:31PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (9):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Erica Brown, Secretary (joined at 6:52pm)
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 December 14, 2023
Minutes of Regular Board Meeting, November 16, 2023
Munistat BAN v Bond Analysis
EDS Library Bonds 11-18-23
Financial Highlights Report – December 8, 2023
Balance Sheet – as of November 30, 2023
Budget v Actual Summary – January through November 2023
Budget v Actual – January through November 2023
Budget Modification #2023-6
Budget Modification #2023-7
Budget Modification #2023-8
Budget Modification #2023-9
Voucher Report – for December 2023 Meeting
Pre-Audit Voucher Report – for December 2023 Meeting
Donations – November 2023
Children's Librarian Job Offering
Kimberly A. Demetriou Resume_2023
2024 Observed Holidays
Operations Committee Report – Meeting of December 7, 2023

Testing and Inspections Award Rec 12042023
Executive Committee Report – Meeting of December 12, 2023
Community Engagement Committee Report – Meeting of December 12, 2023
President’s Report – December 14, 2023
Director’s Report – December 14, 2023
Capital Checking Account Transactions – as of November 30, 2023
Operating Checking Account Transactions – as of November 30, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Lisa Lerner, to approve the agenda for the Board of Trustees (BOT) meeting for December 14, 2023. Motion approved unanimously 8-0.

PUBLIC COMMENT – None

APPROVAL OF REGULAR BOARD MEETING MINUTES NOVEMBER 16, 2023.

Motion: Lisa Lerner, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of November 16, 2023. Motion approved unanimously 8-0.

VOTE TO REQUEST FINANCING BY THE CITY OF KINGSTON – Attorney Rob Schofield shared that the Library has two options regarding financing with the City of Kingston: 1) Two-step financing – Temporary financing through BANS, then permanent financing through bonds: First, a short-term loan at a lower interest rate: borrow the money needed to do the construction (but perhaps not *all* the money needed to finish the project). Then, once project is finalized, to take out only the long-term financing that is needed to pay for the actual costs in the form of bonds. Or, 2) Single Financing - just do one transaction with bonds.

The City of Kingston usually goes about this in a two-step process. However, the Library has clear numbers, schedule, and contractors, and has enough money to pay for the renovation to just do bonds, if it desires. Single Financing may eliminate some risks in case the interest rate goes up, but likewise, if the rates go down, the Library would not be able to benefit from those potential better rates, since it is fixed.

After conversations with the City, Calgi, and Rob, Margie, and Sarah, they recommend going with the two-step financing. Rob Schofield answered questions. If the library borrows money and has money leftover, it is not easy to return it to the voters – it would be a complicated process; The Library cannot pre-pay bonds. The City’s rate will fluctuate (and it is more important than the Fed’s rate).

Motion: Laura Brown, seconded by Ursula Inghem, moved that the Board direct the Board President and Library Director, in consultation with the Library’s Counsel, to make an immediate request to the City of Kingston to finance the Library Capital Project through the initial issuance of bond anticipation notes (BANS), followed by the issuance of long-term general obligation bonds (in approximately one year). Motion approved unanimously 8-0.

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. There are four Budget Modifications this month.

Motion: Laura Brown, seconded by Ursula Inghem, to accept Budget Modification #2023-6 to transfer \$3,000 from Other Staff Salaries to Contract Fees. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-7 to transfer \$2,000 from Continuing Education to Professional Fees Other. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Lisa Lerner, to accept Budget Modification #2023-8 to transfer \$4,000 from Building Repairs to Insurance Policies, mostly due to rental of additional building. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Joseph Braby, to accept Budget Modification #2023-9 to transfer \$3,000 from Fuel and Utilities to Other Operations & Maintenance. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept the vouchers in the amount of \$86,497.16. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$81,303.73. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$534.35. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that FOKL met with the Community Engagement Committee on December 12, 2023, and discussed the Opening Event. FOKL will be concentrating on fundraising moving forward.

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 December 12, 2023, and approved the agenda and vouchers. They also discussed the Children's Librarian position, and the requests of the prospective candidate for two weeks of salary in the first year, and an increase in salary from \$50,000/year to \$57,000/year. The Kingston Library is not in the New York State retirement system, and the candidate would experience a loss in pension. The proposed salary increase is covered in the budget because of the predecessor's [Stephanie] position and longevity with the Library.

Motion: Sarah Wenk, seconded by Lisa Lerner, to approve the two recommended Children's Librarian Job Offering adjustments to Kimberly Hack. Motion approved unanimously 9-0.

Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the 2024 observed holidays. Frances Cathryn shared that the day after Thanksgiving is the National Day of Mourning. Addie Smock later shared that Indigenous Peoples Day is October 14, 2024. Motion approved unanimously 9-0.

OPERATIONS COMMITTEE - Joseph Braby reported that the Operations Committee met on December 7, 2023. They discussed the requirement to contract for construction material testing and inspection services to analyze performance on resources such as soil, concrete, rebar, structural steel, and masonry. The library has received three bids, and David Chen, the construction manager recommends the Board of Trustees approve the bid from Tectonic for \$52,229.

Motion: Joseph Braby, seconded by Erica Brown, to approve the Material Testing and Inspections bid from Tectonic in the amount of \$52,229. Motion approved unanimously 9-0.

The Operations Committee also decided to lower the basement floors 10 inches at 55 Franklin Street, which will add approximately 8,000 square feet of accessible space, not just storage. However, costs for additional testing and finishing are not included in the budget. Changes to the plan are needed, such as keeping some windows free from brick and changes to the door lintels. If used for programmatic space in the future, additional funds would be needed, but this adds value long-term. As of now, this space is not code-compliant for public space.

COMMUNITY ENGAGEMENT COMMITTEE – Erica Brown reported that the Community Engagement Committee met on December 12, 2023 with the Friends Group. They discussed that the Samara mural will be stored at Radio Kingston storage space off of Sawkill Road.

The Community Engagement team is not meeting separately - they are only meeting at the same time as the Friends of the Kingston Library. Both the Community Engagement Committee and the FOKL are two separate groups, per by-laws, but are meeting together now for joint efforts. Both groups discussed having ad hoc committees to address events and when those teams could meet in the future, extend the meetings, or host as hoc committee meetings on different days. Discussion ensued.

They learned about the TAG program (for teen empowerment) that is going to be offered starting in January - applications are open. FOKL expressed that they will be hosting fundraisers moving forward. Those will be opportunities for the entire cohort, including the Community Engagement Committee, to be involved moving through 2024.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on December 14, 2023 and discussed the two policies: Request for Reconsideration Form and the Trustee Education Policy for board vote.

Motion: Frances Cathryn, seconded by Andrea Gatzke, to approve the revised the Request for Reconsideration of Library Services Form, pending that the language is edited to be at a fifth grade reading level. Motion approved unanimously 9-0.

Motion: Frances Cathryn, seconded by Erica Brown, to approve the Trustee Education Policy, revised on 11/16/2023 to comply with New York State Education Law. Motion approved unanimously 9-0.

The next steps of the committee is to review policies of the library system.

PRESIDENT’S REPORT – Sarah Wenk reported that she visited the basement of 55 Franklin with the Operations Committee, attended a meeting with Bob Schofield (attorney) and the city’s financial team to discuss the payment options for the renovation financing, signed contracts for the six prime contractors who will be working on the renovation (awaiting attachments to be signed by contractors), and started initial inquiries to move the Samara mural into the Radio Kingston storage space. She thanked everyone who worked on the opening event at 61 Crown St on November 18th. She also invited Board members who are interested in being on the Salary and Benefits Review Subcommittee to reach out to her.

DIRECTOR’S REPORT– Margie Menard thanked everyone who helped organize the Opening Event at 61 Crown Street, which was a great success to connect with old and new patrons. She highlighted Gerry Harrington for publicizing with *The Daily Freeman*, and the library was featured on the front page the next day.

She reported how the team is working on contracts with the six prime contractors, and once executed, a pre-construction walk-through can be scheduled so that work can begin.

Margie is in conversations with the KPL attorney and the City of Kingston finance team to make decisions regarding the financing of bonds for the renovations.

She gave an update on the improvements made since the November 13th inspection at 61 Crown St, those of which plan to be completed this week. A follow-up inspection will occur.

Margie will be on vacation from December 23rd through January second. The library will be closed December 25th and January 1st.

Margie will send the Board an email with information to reach out to Senator Hinchey to support an increase in funding to the New York State library budget. She will share Kingston-specific content.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the County Executive and the UC Legislature have proposed funding the 21 Ulster County libraries in 2024 at the same level as last year. This is adequate funding and will allow the library to continue to fund the website accessibility tool, “Recite Me,” and the museum pass program.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Sarah shared that Margie is leading the book club on January 6, 2024 on *The Bridge of San Luis Rey* at Half Moon Rondout Café.
- Addie Smock and Brian developed and shared the program they developed - The Sustainability Challenge - which was well received, and how can be replicable at other libraries.
- Addie and Brian are hosting monthly “TAG” events on Teen Empowerment where they can do something self-directed and community oriented. For ages 13-18. A simple application is required. They will receive a stipend (\$50/month). Second Wednesdays at 5pm – starting in January.
- Gerry Harrington shared that “Movies with Spirit” will occur this Saturday, December 16th 2023 at 7pm at Woodstock Jewish Congregation, 1682 Glasco Turnpike in Woodstock in Woodstock. The movie this month is *Conversations with God*.
- Erica Brown shared that she was late because she was attending the Children’s Literacy Program. She shared that they are looking for volunteers.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:49pm.

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

RESOLUTIONS

*12-2023-1: **Motion:** Ursula Inghem, seconded by Lisa Lerner, to approve the agenda for the Board of Trustees (BOT) meeting for December 14, 2023. Motion approved unanimously 8-0.*

*12-2023-2: **Motion:** Lisa Lerner, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of November 16, 2023. Motion approved unanimously 8-0.*

*12-2023-3: **Motion:** Laura Brown, seconded by Ursula Inghem, moved that the Board direct the Board President and Library Director, in consultation with the Library’s Counsel, to make an immediate request to the City of Kingston to finance the Library Capital Project through the initial issuance of bond anticipation notes, followed by the issuance of long-term general obligation bonds (in approximately one year). Motion approved unanimously 8-0.*

*12-2023-4: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept Budget Modification #2023-6 to transfer \$3,000 from Other Staff Salaries to Contract Fees. Motion approved unanimously 8-0.*

*12-2023-5: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-7 to transfer \$2,000 from Continuing Education to Professional Fees Other. Motion approved unanimously 8-0.*

*12-2023-6: **Motion:** Laura Brown, seconded by Lisa Lerner, to accept Budget Modification #2023-8 to transfer \$4,000 from Building Repairs to Insurance Policies, mostly due to rental of additional building. Motion approved unanimously 8-0.*

*12-2023-7: **Motion:** Laura Brown, seconded by Joseph Braby, to accept Budget Modification #2023-9 to transfer \$3,000 from Fuel and Utilities to Other Operations & Maintenance. Motion approved unanimously 8-0.*

*12-2023-8: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept the vouchers in the amount of \$86,497.16. Motion approved unanimously 8-0.*

*12-2023-9: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$81,303.73. Motion approved unanimously 8-0.*

*12-2023-10: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept the donation activity of \$534.35. Motion approved unanimously 8-0.*

*12-2023-11: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to approve the two recommended Children's Librarian Job Offering adjustments to Kimberly Hack. Motion approved unanimously 9-0.*

*12-2023-12: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the 2024 observed holidays. Motion approved unanimously 9-0.*

*12-2023-13: **Motion:** Joseph Braby, seconded by Erica Brown, to approve the Material Testing and Inspections bid from Tectonic in the amount of \$52,229. Motion approved unanimously 9-0.*

*12-2023-14: **Motion:** Frances Cathryn, seconded by Andrea Gatzke, to approve the revised the Request for Reconsideration of Library Services Form, pending that the language is edited to be at a fifth grade reading level. Motion approved unanimously 9-0.*

*12-2023-15: **Motion:** Frances Cathryn, seconded by Erica Brown, to approve the Trustee Education Policy, revised on 11/16/2023 to comply with New York State Education Law. Motion approved unanimously 9-0*

*12-2023-16: **Motion:** Ursula Inghem, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 9-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary