

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JANUARY 18, 2024
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:27PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

Sarah Wenk, President
Ursula Inghem, Vice President (joined 6:47PM via Zoom)
Laura Brown, Treasurer
Erica Brown, Secretary
Joseph Braby
Frances Cathryn
Gerry Harrington

Board Members Absent (2)

Andrea Gatzke
Lisa Lerner

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)
Jeanne Edwards, Alderwoman in Ward 4, and liaison between Kingston Public Library and Kingston Common Council

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of January 18, 2024
Minutes of Regular Board Meeting, December 14, 2023
Financial Highlights Report – January 12, 2024
Balance Sheet – as of December 31, 2023
Budget v Actual Summary – January through December 2023
Budget v Actual – January through December 2023
Budget Modification #2023-10
Budget Modification #2023-11
Budget Modification #2023-12
Budget Modification #2023-13
Budget Modification #2023-14
Budget Modification #2023-15
Voucher Report – for January 2024 Meeting
Pre-Audit Voucher Report – for January 2024 Meeting
Donations – December 2023
Executive Committee Report – Meeting of January 18, 2024
Kingston Library Financing and Tax Compliance Agreement

Engagement Letter 2022
Engagement Letter 2023
Operations Committee Report – Meeting of January 5, 2024
Community Engagement Committee Report – No meeting in January
President’s Report – January 18, 2024
Director’s Report – January 18, 2024
Capital Checking Account Transactions – as of December 31, 2023
Operating Checking Account Transactions – as of December 31, 2023

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Gerry Harrington, seconded by Joe Braby, to approve the agenda for the Board of Trustees (BOT) meeting for January 18, 2024. Motion approved unanimously 6-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES DECEMBER 14, 2023.

Motion: Laura Brown, seconded by Erica Brown, to approve the minutes of the Regular Board Meeting of December 14, 2023. Motion approved unanimously 6-0.

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 six Budget Modifications this month.

Motion: Laura Brown, seconded by Erica Brown, to accept Budget Modification #2023-10 to transfer \$1,200 from Certioraris and Tax Refund Orders to Other Charges Bank/Payroll. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-11 to transfer \$50.00 from Software General to Computer Maintenance and Contracts. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Erica Brown, to accept Budget Modification #2023-12 to transfer \$20.00 from Contract Fees MHLS/Other to Telephone. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Joe Braby, to accept Budget Modification #2023-13 to transfer \$1,500 from Building Repairs to Fuel and Utilities. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Frances Cathryn, to accept Budget Modification #2023-14 to transfer \$500 from Circulation Supplies to Custodial Supplies. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-15 to transfer \$1,000 from Circulation Supplies to Other Operations and Maintenance. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Erica Brown, to accept the vouchers in the amount of \$22,560.96. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$10,133.10. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Erica Brown, to accept the donation activity of \$10,547.30. Motion approved unanimously 6-0. The \$10,000 donation is from Bob Gaus Sr for the transportation of the Todd Samara mural.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Margie Menard shared that FOKL met and discussed that have a new member and that the FOKL are working on a newsletter and their communication strategy.

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 January 18, 2024, due to snow on January 16th. They approved the agenda and vouchers.

Motion: Sarah Wenk, seconded by Erica Brown, to approve the Accounting Services Proposal from Rose Woodworth to prepare: the annual NYS Comptroller report (AUD) for 2022 and 2023, the financial section of the annual MHLS report for 2023, and additional consulting as needed. Motion approved unanimously 6-0.

Motion: Sarah Wenk, seconded by Joe Braby, to approve the City of Kingston and Kingston Public Library “Library Financing and Tax Compliance Agreement” as presented. Margie added that this went before the City of Kingston Finance Committee, and it was approved. The KPL attorney, Rob Schofield, worked with the City on this. Motion approved unanimously 6-0.

OPERATIONS COMMITTEE - Joseph Braby reported that the Operations Committee met on January 5, 2024. They reviewed details and responsibility of the construction at 55 Franklin:

- Erik Wilson from Calgi construction will be on-site in the Calgi trailer during construction.
- The question of using electronic signatures will be asked of KPL’s lawyer, Robert Schofield.
- Calgi will receive all bills from the contractors and confirm that paperwork and documentation is complete. Lisa Hayes will review and authorize payment.
- Sarah Wenk will re-sign the contracts due to a delay in receiving supporting documentation and the contracts will reflect the new start date.
- Contractors are responsible for obtaining all necessary permits (Calgi will post them) and submitting invoices on-time.

COMMUNITY ENGAGEMENT COMMITTEE The Community Engagement Committee did not meet in January. Erica Brown shared that she is now a Friend of the Library and that the Friends are working on scheduling.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on January 18, 2024, and discussed the suggestion to update the language (for example, syllables of words and length of sentences) of the Request for Reconsideration Form to a 5th grade reading level without losing the meaning and intent. Laura Brown and Frances Cathryn shared drafts. The current draft is at an 8th or 9th grade reading level. The group discussed the idea of parenthetical descriptions and sending the final draft to the board via email prior to next month's meeting.

PRESIDENT'S REPORT – Sarah Wenk reported that she attended the pre-construction kickoff meeting on Friday January 5th. She discussed the children's librarian position with Margie since the prospective candidate accepted another position. Sarah and Margie gave approval to reopen the search at the previously approved higher salary of \$57,000 annually. They discussed the initial stages of hiring a new bookkeeper. Sarah is waiting for the Salaries and Benefits survey from the Ulster County Library Association.

DIRECTOR'S REPORT– Margie Menard reported that the search for the children's librarian position is re-opened. They received two applicants so far and will be interviewing soon.

The Kingston Library will be hosting volunteer AARP tax preparers on Tuesdays beginning in February for seniors. Patrons can call the library to make an appointment or email KLtaxaid@gmail.com. When emailing the volunteers, patrons need to include email and phone number.

She shared that Library Advocacy Day is Wednesday February 7th. Information and registration can be found at <https://midhudson.org/library-advocacy-day/> There will be a bus going to Albany for those who are able to attend in person that will be picking up in Kingston. The link also provides resources for other actions. She encouraged board members to participate, as it is important for the library systems to be funded, as well as state funding for construction, which the Kingston Library has benefited from.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the UCLA hired a part-time social media specialist to help get the word out about our shared resources. Please follow the association on Facebook and keep an eye out for their posts.

A new resource, Craft & Hobby, is being added to the UCLA suite of online resources in 2024. Designed specifically for public libraries, Craft & Hobby is an online platform that provides library patrons with access to creative educational resources, such as instructional videos and classes taught by experts.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Addie Smock asked for volunteers to lead the Forgotten Favorite book program. The next event is Saturday, February 3.
- Jeanne Edwards asked clarifying questions for her liaison report.
- Gerry Harrington shared that “Movies with Spirit” will occur this Saturday, January 20, 2024, at 7pm at Old Dutch Reformed Church, 272 Wall Street. The movie this month is *Beans*, based on a true story about Oka, a town near Montreal, where predominantly white government wanted to destroy a Mohawk cemetery to expand a golf course and build condominiums.
- Erica Brown shared about the upcoming [Eleanor Roosevelt Banned Books Award](#) on February 17th at 7:30pm at the Sosnoff Theatre at Bard College.
- Ursula Inghem shared about the Martin LaForse Memorial Scholarship. She will reach out to Barbara Sarah & Jennifer O'Donnell so they can begin the application process.
- Suzanne Campise shared about the Kingston Farmers Market [Vendor Application](#) due February 12th, [Mentorship Program](#) application due February 12th, and [invitation for Community Groups](#) to table at the market for the outdoor season.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:23PM.

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

RESOLUTIONS

1-2024-1: Motion: Gerry Harrington, seconded by Joe Braby, to approve the agenda for the Board of Trustees (BOT) meeting for January 18, 2024. Motion approved unanimously 6-0.

1-2024-2: Motion: Laura Brown, seconded by Erica Brown, to approve the minutes of the Regular Board Meeting of December 14, 2023. Motion approved unanimously 6-0.

1-2024-3: Motion: Laura Brown, seconded by Erica Brown, to accept Budget Modification #2023-10 to transfer \$1,200 from Certioraris and Tax Refund Orders to Other Charges Bank/Payroll. Motion approved unanimously 6-0.

1-2024-4: Motion: Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-11 to transfer \$50.00 from Software General to Computer Maintenance and Contracts. Motion approved unanimously 6-0.

1-2024-5: Motion: Laura Brown, seconded by Erica Brown, to accept Budget Modification #2023-12 to transfer \$20.00 from Contract Fees MHLS/Other to Telephone. Motion approved unanimously 6-0.

*1-2024-6: **Motion:** Laura Brown, seconded by Joe Braby, to accept Budget Modification #2023-13 to transfer \$1,500 from Building Repairs to Fuel and Utilities. Motion approved unanimously 6-0.*

*1-2024-7: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept Budget Modification #2023-14 to transfer \$500 from Circulation Supplies to Custodial Supplies. Motion approved unanimously 6-0.*

*1-2024-8: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept Budget Modification #2023-15 to transfer \$1,000 from Circulation Supplies to Other Operations and Maintenance. Motion approved unanimously 6-0.*

*1-2024-9: **Motion:** Laura Brown, seconded by Erica Brown, to accept the vouchers in the amount of \$22,560.96. Motion approved unanimously 6-0.*

*1-2024-8: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$10,133.10. Motion approved unanimously 6-0.*

*1-2024-10: **Motion:** Laura Brown, seconded by Erica Brown, to accept the donation activity of \$10,547.30. Motion approved unanimously 6-0. The \$10,000 donation is to allow for the transportation of the Todd Samara mural.*

*1-2024-11: **Motion:** Sarah Wenk, seconded by Erica Brown, to approve the Accounting Services Proposal from Rose Woodworth to prepare: the annual NYS Comptroller report (AUD) for 2022 and 2023, the financial section of the annual MHLS report for 2023, and additional consulting as needed. Motion approved unanimously 6-0.*

*1-2024-12: **Motion:** Sarah Wenk, seconded by Joe Braby, to approve the City of Kingston and Kingston Public Library “Library Financing and Tax Compliance Agreement” as presented. Motion approved unanimously 6-0.*

*1-2024-13: **Motion:** Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 6-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary