

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING FEBRUARY 15, 2024
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:30 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

Sarah Wenk, President
Ursula Inghem, Vice President
Erica Brown, Secretary
Joseph Braby
Frances Cathryn
Andrea Gatzke
Lisa Lerner

Board Members Absent (2)

Laura Brown, Treasurer
Gerry Harrington

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Jeanne Edwards, liaison for Kingston Library Ward 4
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of February 15, 2024
Minutes of Regular Board Meeting, January 18, 2024
Financial Highlights Report – February 9, 2024
Balance Sheet – as of January 31, 2024
Budget v Actual Summary – January 2024
Budget v Actual – January 2024
Voucher Report – for February 2024 Meeting
Pre-Audit Voucher Report – for February 2024 Meeting
Donations – January 2024
Executive Committee Report – Meeting of February 13, 2024
Ferguson Resume 2024
Cover Letter Kingston Library
Operations Committee Report – Meeting of February 1, 2024
Proposal Asbestos Abatement Monitoring & Management (QuES&T)
Kingston Library Reconsideration Form
President's Report – February 15, 2024
Director's Report – February 15, 2024
Capital Checking Account Transactions – as of January 31, 2024

Operating Checking Account Transactions – as of January 31, 2024

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Lisa Lerner, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for February 15, 2024. Frances Cathryn added the updated Reconsideration Form and a first reading on Accessibility Language for the board included in the minutes. Motion approved unanimously 7-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES JANUARY 18, 2024.

Motion: Ursula Inghem, seconded by Erica Brown, to approve the minutes of the Regular Board Meeting of January 18, 2024. Motion approved unanimously 7-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Erica Brown reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which was sent to the board members in advance. There are no budget modifications this month.

Motion: Erica Brown, seconded by Ursula Inghem, to accept the vouchers in the amount of \$53,974.65. Motion approved unanimously 7-0.

Motion: Erica Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$8,768.38. Motion approved unanimously 7-0.

Motion: Erica Brown, seconded by Ursula Inghem, to accept the donation activity of \$14,439.68. A number of the donations were given in memory of Kayla Feldman, a former Kingston Library trustee. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that FOKL met on Tuesday night and discussed the upcoming Kingston Independent Comics Expo (KICX). The Friends have decided to donate \$130 to KICX as a sponsorship. The library will be doing a “donut day” event in conjunction with the Rehr Center in June. Ursula sent another follow-up for the Martin LaForse Scholarship program. The library is waiting on the applications so that they can be publicized.

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 February 13, 2024. They approved the agenda, reviewed and approved vouchers, and discussed the appointment of the Children’s Services Coordinator position.

Motion: Sarah Wenk, seconded by Erica Brown, to appoint Alexander Ferguson as Children’s Services Coordinator. He is considering enrolling in an MLS program. Motion approved unanimously 7-0.

OPERATIONS COMMITTEE - Joseph Braby reported that the Operations Committee met on February 1, 2024. They discussed Calgi's role to schedule the order of construction, as well as ensuring with Calgi that the water meter is properly connected to a fire hydrant before any water is used. The Operations Committee received a request to approve the proposal from QuES&T for asbestos abatement monitoring and management services, presented to the board for review and approval.

Motion: Joseph Braby, seconded by Ursula Inghem, to approve the QuES&T proposal for Asbestos monitoring and management in the amount of \$22,810.00. Motion approved unanimously 7-0.

COMMUNITY ENGAGEMENT COMMITTEE — Erica Brown reported that the Community Engagement Committee met with the Friends of the Kingston Library (FOKL) on February 13, 2024. FOKL is looking for volunteers to generate letters for acknowledgement. They also joined KUBA (Kingston Uptown Business Association). The Community Engagement is looking to do a learning how to create "zero-proof" (non-alcoholic) mocktails event. Erica shared that in November it will be Margie Menard's 20th anniversary as Director at the Kingston Library. Tuesday, March 12th at 6pm, the Friends will be hosting their annual meeting. They are looking recommendations for a space that can accommodate 25 people. The Friends group is growing, and currently has 10 active members.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on February 15, 2024, and finalized the final draft of the Reconsideration form at a seventh-grade level. They also developed a policy on Accessibility Language, which is included in the appendix of these minutes for a first reading.

Motion: Erica Brown, seconded by Andrea Gatzke, to approve the new Reconsideration form. Board members also shared resources on Spanish Translation services. Motion approved unanimously 7-0.

PRESIDENT'S REPORT – Sarah Wenk reported that she attended and will continue to attend the weekly construction meetings led by Calgi. Sarah signed the construction contracts for the six prime contracts and the Financing and Tax Compliance Agreement with the City of Kingston. Sarah also made calls for Library Advocacy Days on behalf of the library and the board.

DIRECTOR'S REPORT– Margie Menard reported that the library hired Alex Ferguson as the new Children's Services Coordinator. He will begin on Monday, February 26th.

Margie attended the Library Advocacy Day in Albany on February 7th with library advocates across all five MHLS counties and ever legislator's district, who were very receptive. Both the Senate Committee on Libraries and the Assembly's Libraries & Education Technology Committee will plan a bipartisan letter of support to endorse the budget priorities of the NY Library Association. She encouraged board members to spread the word and continue to advocate to our state legislators through calls, visits and sending messages through the NYLA Online Advocacy Center ([link here](#)).

Margie shared that work at 55 Franklin Street has begun. Asbestos was found and should be cleared by the end of this week, followed by geothermal well drilling and interior work next week simultaneously. They expect the drilling of 20 wells to last 6-8 weeks. Jeanne Edwards talked to the neighbors about the upcoming work, but they are looking forward to the improvements.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard expressed with sadness that Mary Collins, Executive Director of the Town of Ulster Library passed away. She will be staying in contact with the staff of the Town of Ulster Library staff.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Andrea Gatzke shared that the Kingston Independent Comics Expo (KICX) April 27 at the Old Dutch Church. Tickets are on sale now \$10 in advance, \$15 at the door. There are many local creators. Kevin Rowe and Joe Gonzalez (who does the art walks) are involved.
- Andrea Gatzke also shared about the planning of a Kingston Book Festival with Rough Draft, but plans did not come to fruition. They are keeping options open and hope to connect and partner with the library in the future.
- Frances Cathryn shared about Open House Community Days at The Forge Project once a month. The next event is February 24th from 12-3pm. She is hiring a research assistant for a Bard graduate to work with her, and asking for recommendations.
- Erica Brown attended an event yesterday to learn about Q'echi' immigrant community and their experiences at the Institute for Family Health. She discussed the challenges of policy differences, for example, having 10 people live in the same household. Ulster Immigrant Defense Network (UIDN) was one of the organizers of the event. They expressed challenges around assimilation.
- Frances Cathryn shared that the new park by Radio Kingston is beautiful and offers many helpful resources. The bathroom is open dawn to dusk.
- Joe Braby shared that he was hired to do cleaning and refinishing of Tiffany windows at the Irvington library.
- Addie Smock shared that on next Wednesday, February 21st at 6pm they will share a documentary on a Black Falconer at the Kingston Library as part of Black History Month.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:26PM.

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

RESOLUTIONS

*2-2024-1: **Motion:** Lisa Lerner, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for February 15, 2024. Frances Cathryn added the updated Reconsideration Form and a first reading on Accessibility Language for the board. Motion approved unanimously 7-0.*

*2-2024-2: **Motion:** Ursula Inghem, seconded by Erica Brown, to approve the minutes of the Regular Board Meeting of January 18, 2024. Motion approved unanimously 7-0.*

*2-2024-3: **Motion:** Erica Brown, seconded by Ursula Inghem, to accept the vouchers in the amount of \$53,974.65. Motion approved unanimously 7-0.*

*2-2024-4: **Motion:** Erica Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$8,768.38. Motion approved unanimously 7-0.*

*2-2024-5: **Motion:** Erica Brown, seconded by Ursula Inghem, to accept the donation activity of \$14,439.68. Motion approved unanimously 7-0.*

*2-2024-6: **Motion:** Sarah Wenk, seconded by Erica Brown, to appoint Alexander Ferguson as Children's Services Coordinator. Motion approved unanimously 7-0.*

*2-2024-7: **Motion:** Joseph Braby, seconded by Ursula Inghem, to approve the QuES&T proposal for Asbestos monitoring and management in the amount of \$22,810.00. Motion approved unanimously 7-0.*

*2-2024-8: **Motion:** Erica Brown, seconded by Andrea Gatzke, to approve the new Reconsideration form. Motion approved unanimously 7-0.*

*2-2024-9: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:26PM.*

APPENDIX: Kingston Library's DRAFT Accessibility Policy (see next page)

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

Kingston Library's Accessibility Policy (DRAFT)

The Kingston Library strives to ensure that everyone is welcome and has access to the full range of information, services, and programs. The Kingston Library does not discriminate on the basis of disability in its programs, services, activities, and employment practices.

Accessibility at the Kingston Library

The Kingston Library strives to ensure its website and buildings are fully accessible in support of our mission to provide valuable resources and services to all library users. If you have questions, comments, or encounter any difficulty in using our site, please contact director@kingstonlibrary.org or call us at 845.339.4260 x14.

While the Library is renovating its Franklin Street location (2023-2026), it will be temporarily located in a space that may not meet the standards outlined below. The renovation includes design elements for greater accessibility. [\[link to reno webpage\]](#)

Language Access Assistance

The Library is committed to helping people whose first language is other than English navigate our array of free services and resources for all ages.

The Library's website can be translated into over 100 languages. On the library homepage, click the Accessibility & Languages button and select a language from the dropdown menu. + Spanish and Quechua translation [here](#)

If you have questions about language assistance, or would like to request a language access accommodation, please contact us at director@kingstonlibrary.org. + Spanish and Quechua translation [here](#) as well

Accommodations & Resources

[Building itself - physical properties] The Kingston Library is ADA compliant. Accessible, all-gender bathrooms are available. Ramp, elevator, accessible entrance, restrooms, parking spaces.

For more information on policies or for an accommodation, please see our [Policies & Procedures](#) webpage.

Find programs and services below for our community members of all abilities:

Print Disabilities or Visual Impairment

- Talking Books, Bookshare
- Videos and DVDs with descriptive text
- Recite Me screen reader for Library website
- High contrast color options on website

Learning, Cognitive, or Developmental Disabilities

- Sensory-friendly storytime and playtime for children
- Online resources for picture books online [include link here - ulster library info webpage], streaming video and TV
- Free talking books

Deaf or Hard of Hearing

- Assistive listening devices, hearing loops [right now, no—with renovation, yes]
- Captioned videos and DVDs

Physical Disabilities

- [Curbside pickup](#) of books
- [Talking Books](#) via Libby and Hoopla