

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 21, 2024
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

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

ROLL CALL

Board Members in Attendance (6):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Andrea Gatzke
Gerry Harrington
Joseph Braby (joined at 7:04pm)

Board Members Absent (3)

Erica Brown, Secretary
Lisa Lerner
Frances Cathryn

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director (joined remotely at 7:02pm)
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of March 21, 2024
Minutes of Regular Board Meeting, February 15, 2024
Minutes of Special Board Meeting, March 14, 2024
Financial Highlights Report – March 17, 2024
Balance Sheet – as of February 29, 2024
Budget v Actual Summary – February 2024
Budget v Actual – February 2024
Voucher Report – for March 2024 Meeting
Pre-Audit Voucher Report – for March 2024 Meeting
Donations – February 2024
Executive Committee Report – Meeting of March 19, 2024
MOU-Action-Memo
Operations Committee Report – Meeting of February 29, 2024
Community Engagement Committee – Meeting of March 12, 2024
President's Report – March 21, 2024
Director's Report – March 21, 2024
Capital Checking Account Transactions – as of February 29, 2024
Operating Checking Account Transactions – as of February 29, 2024

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Andrea Gatzke, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for March 21, 2024. Motion approved unanimously 5-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES FEBRUARY 15, 2024.

Motion: Gerry Harrington, seconded by Laura Brown, to approve the minutes of the Regular Board Meeting of February 15, 2024. Motion approved unanimously 5-0.

APPROVAL OF SPECIAL BOARD MEETING MINUTES MARCH 14, 2024. Motion:

Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Special Board Meeting of March 14, 2024. Motion approved unanimously 5-0.

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 no budget modifications this month.

Discussion occurred around the voucher reports with the suggestion to separate the regular operating expenses and the capital expenses). Moving forward, agenda items can include three voucher reports: 1) the capital vouchers, 2) the non-capital regular vouchers, and 3) the pre-audit vouchers.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept the regular vouchers in the amount of \$516,985.20. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$7,569.63. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept the donation activity of \$161.95. Motion approved unanimously 5-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that FOKL met with the Community Engagement Committee on March 12, 2024. They are scheduling events to get their name out in the community and will be soliciting membership and donations. FOKL will be sending out emails in the spring and for Giving Tuesday in November. Discussion ensued around joining the Friends from the FOKL website.

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 March 19, 2024. They approved the agenda for the 3/21/2024 BOT meeting, reviewed and approved vouchers, discussed the MOU between the Kingston Library and the Mid-Hudson Library System, and discussed the combined Community Engagement and FOKL meetings.

Conversation ensued. A suggestion was raised to have the Community Engagement Committee have a space on the FOKL agenda. The two committees originally came together because there was so much overlap. The Friends are a separate 501c3, and do not have any obligation to the board. The Community Engagement Committee emerged when FOKL was not as large or active as it is now. Further conversations are needed. Margie expressed interest in having separate groups, especially keeping the Community Engagement Committee with board members, whom have greater responsibilities to the library.

Motion: Sarah Wenk, seconded by Gerry Harrington, to accept the Memorandum of Understanding (MOU) between the Mid-Hudson Library System and the Kingston Library. Motion approved unanimously 5-0.

OPERATIONS COMMITTEE – Sarah Wenk read the Operations Committee report prepared by Joseph Braby. The Operations Committee met with Calgi representatives and Lisa Hayes on February 29, 2024. They discussed the proposed budget adjustments needed to finish the basement to be “turn-key ready.” Calgi estimated the budget at \$1.7 million. The Library has money in the budget. This information was distributed and passed at a special board meeting on March 14, 2024.

Lisa Hayes shared that the additional borings to determine if the footings of the weight bearing walls would be sufficient if the floors were lowered. It was determined that additional work is necessary to stabilize the existing foundation and the pillars that are supporting the first floor. Steve Rowland at BRM said that there is a way to provide additional support so the walls remain stable.

COMMUNITY ENGAGEMENT COMMITTEE — The topic of the joint FOKL and Community Engagement Committees was discussed earlier this meeting.

STANDARDS AND DEVELOPMENT COMMITTEE – Laura Brown reported that the Standards and Development Committee did not have a meeting in March. They are working on a google document.

Motion: Laura Brown, seconded by Ursula Inghem, to approve the new Accessibility Policy. Motion approved unanimously 5-0.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended the construction and meetings with Calgi, as well as a meeting with Bob Schofield and the City of Kingston Finance team to finalize the details of the capital bond borrowing. She also reported that the Little Free Libraries at Forsyth Park Kinderland playground and on Garraghan Drive by the Kingston Police Department are repaired. A suggestion was made to make it an event to replace them, and invite the community to participate and help paint.

DIRECTOR’S REPORT– Margie Menard reported that the new Children’s Services Coordinator, Alex Ferguson, is doing a great job and hosted his first program for over 30

children of different ages and abilities, which was a huge success. He is also integrating music and movement into story and craft time. Margie highlighted his efforts.

Margie is attending weekly job meetings at 55 Franklin. She thanked the Operations Committee for their diligent work on the renovation project.

Margie also shared that she has been contacted by the Ulster County Historian, Geoffrey Miller, and Rob Dassie, about a project they are working on about the No. 8 school that was formerly at 55 Franklin Street. They are collecting oral histories and may organize a reunion of former students and teachers. She shared that the library will be happy to be a partner and support their work.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the UCLA has hired a part-time social media manager, Quinn Jordan, to help publicize events and shared resources on the UCLA website (uclib.org). She encouraged board members to follow the UCLA on social media.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES – None.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:17PM.

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

RESOLUTIONS

*3-2024-1: **Motion:** Andrea Gatzke, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for March 21, 2024. Motion approved unanimously 5-0.*

*3-2024-2: **Motion:** Gerry Harrington, seconded by Laura Brown, to approve the minutes of the Regular Board Meeting of February 15, 2024. Motion approved unanimously 5-0.*

*3-2024-3: **Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Special Board Meeting of March 14, 2024. Motion approved unanimously 5-0.*

*3-2024-4: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept the vouchers in the amount of \$516,985.20. Motion approved unanimously 5-0.*

3-2024-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to accept pre-audit vouchers in the amount of \$7,569.63. Motion approved unanimously 5-0.

3-2024-6: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept the donation activity of \$161.95. Motion approved unanimously 5-0.

3-2024-7: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to accept the Memorandum of Understanding (MOU) between the Mid-Hudson Library System and the Kingston Library. Motion approved unanimously 5-0.

3-2024-8: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the new Accessibility Policy. Motion approved unanimously 5-0.

3-2024-9: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 6-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary