

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

**CALL TO ORDER** at 6:32 PM by Sarah Wenk, President

**ROLL CALL**

**Board Members in Attendance (7):**

Sarah Wenk, President  
Ursula Inghem, Vice President  
Laura Brown, Treasurer  
Andrea Gatzke  
Gerry Harrington  
Joseph Braby  
Frances Cathryn

**Board Members Absent (2)**

Erica Brown, Secretary  
Lisa Lerner

**Others Present:**

Margie Menard, Executive Director  
Addie Smock, Assistant Director

**DISTRIBUTION LIST**

Agenda, Board of Trustees (BOT) Meeting of April 18, 2024  
Minutes of Regular Board Meeting, March 21, 2024  
Financial Highlights Report – April 14, 2024  
Balance Sheet – as of March 31, 2024  
Budget v Actual Summary – March 2024  
Budget v Actual – March 2024  
Voucher Report – for April 2024 Meeting  
Pre-Audit Voucher Report – for April 2024 Meeting  
Donations – March 2024  
Executive Committee Report – Meeting of April 16, 2024  
Operations Committee Report – Meeting of April 4 & April 11, 2024  
Community Engagement Committee – Meeting of April 9, 2024  
President's Report – April 18, 2024  
Director's Report – April 18, 2024  
Capital Checking Account Transactions – as of March 31, 2024  
Operating Checking Account Transactions – as of March 31, 2024

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion:** Gerry Harrington, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for April 18, 2024. Motion approved unanimously 7-0.

## **PUBLIC COMMENT - None**

**APPROVAL OF REGULAR BOARD MEETING MINUTES MARCH 21, 2024. Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of March 21, 2024. Motion approved unanimously 7-0.

## **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.

**Motion:** Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$734,669.04. Discussion ensued. Motion approved unanimously 7-0.

**Motion:** Laura Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$7,984.82. Motion approved unanimously 7-0.

**Motion:** Laura Brown, seconded by Andrea Gatzke, to accept the March donations in the amount of \$648.52. Motion approved unanimously 7-0

**FRIENDS OF THE KINGSTON LIBRARY (FOKL) –** Ursula Inghem shared that FOKL met with the Community Engagement Committee on April 9, 2024. The Friends gave a \$128 donation to the kids' program for a Lego Robotics kit. They will also be doing a Mid-Hudson Clean Sweep on May 4th to pick up trash at the Franklin location. Friends will also be adding flowers to the flower beds. They are also planning a pop-up library with the Kingston Farmers Market.

**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 April 16, 2024. They approved the agenda for the April 18, 2024, BOT meeting.

**OPERATIONS COMMITTEE** – Joseph Braby reported that the Operations Committee met two times in April. At the April 4, 2024, meeting, they met with Andrew Laidlaw and David Chen from Calgi to read the monthly budget updates reflecting what funds were spent and still available. At the April 11, 2024, meeting, they met with Lisa Hayes to review samples of ceiling tiles, lighting fixtures and flooring, and made some decisions about colors and locations for each. The wood finishing will help to determine other colors. They also discussed the Samara Mural move.

Margie Menard shared that today the Kingston Library received a verbal commitment from Megan Weiss-Rowe from the NoVo foundation who will be giving the Kingston Library \$500,000

There is a request for a Special Board Meeting on Thursday, May 2, 2024 at 6pm to discuss the final numbers and cost of the basement build-out with Calgi, as well as to accept the NoVo donation.

**COMMUNITY ENGAGEMENT COMMITTEE** — Gerry Harrington reported that the Community Engagement Committee met with the Friends of the Kingston Library (FOKL) on April 9, 2024. Topics were already discussed in the FOKL report.

**STANDARDS AND DEVELOPMENT COMMITTEE** – Frances Cathryn reported that the Standards and Development Committee met on April 18, 2024, and discussed the policies and procedures that are required. They will begin reviewing a whistleblower policy and will bring to the board for approval. They are waiting to review Personnel procedures until the salary review is complete.

**PRESIDENT’S REPORT** – Sarah Wenk reported that the Samara mural has been moved. She attended the Operations Committee meeting, construction management meeting, and the weekly construction update meeting. She also delivered pizza for the staff and began working with Andrea Gatzke on the salary review project.

**DIRECTOR’S REPORT**– Margie Menard reported that she has been speaking with Mayor Noble about having a presence on the first floor at 20 Broadway in the Rondout. This is still in the discussion phase, but ideas for the space include: a place for returns and holds, free WIFI, a computer and printer, programming, take a book/ leave a book, etc. The library would staff it, which is not a problem budget-wise.

Margie is continuing to attend the weekly job meetings at 55 Franklin Street. There was an issue with a complaint about the OSHA required safety lights shining into a neighbor’s home which was addressed by papering the windows on that side of the building. The library also received reports of people entering the premises after dark. Margie reached out to Chief Tinti from the Kingston Police Department, and he has asked the patrol officers to keep a closer eye on the library. The neighbors are looking forward the return to 55 Franklin St.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** – Margie Menard reported that Heather Blakley has stepped down as a MHLS board member and the BOT will need to nominate someone else from Ulster County. Susan McDonough, Director of Temporary Assistance and Dominique Wallace-Mills, Director of Supplemental Nutrition Assistance Program (SNAP) and Home Energy Assistance Program (HEAP) made a presentation at the most recent UCLA meeting. They have provided each library with public information to distribute.

Ursula Inghem inquired about summer lunches at the library. Alex attended a webinar and will be look into grab-and-go opportunities to get food to children without a sit-down capacity.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

#### **PUBLIC COMMENT BY TRUSTEES – None**

- Laura Brown shared that she is expecting a child in June.
- Andrea Gatka will miss the June and July meeting.
- Gerry Harrington shared that “Movies with Spirit” will occur this Saturday, April 20, 2024, at 7pm at the Church of the Messiah in Rhinebeck (Episcopal). The movie this month is *Living* about a man who learns he has six months to live.
- Joseph Braby shared that he is pleased with the transformation at 55 Franklin location.
- Andrea Gatzke shared about upcoming events at World End Comics: this Sunday, April 20, is the release party for Kevin Rowe’s second self-published comic book; Friday, April 26<sup>th</sup> is a signing event for 3 writers, and Saturday, April 27<sup>th</sup> is the comic book expo at Old Dutch (\$10 in advance, \$12 at the door).

#### **EXECUTIVE SESSION – None.**

**AJOURNMENT: Motion:** Ursula Inghem, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:20 PM.

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

#### **RESOLUTIONS**

*4-2024-1: **Motion:** Gerry Harrington, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for April 18, 2024. Motion approved unanimously 7-0.*

*4-2024-2: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve the minutes of the Regular Board Meeting of March 21, 2024. Motion approved unanimously 7-0.*

*4-2024-3: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$734,669.04. Motion approved unanimously 7-0.*

*4-2024-4: **Motion:** Laura Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$7,984.82. Motion approved unanimously 7-0.*

*4-2024-5: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept the March donations in the amount of \$648.52. Motion approved unanimously 7-0.*

*4-2024-6: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 7-0.*

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