

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MAY 16, 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 (8):

Sarah Wenk, President
Ursula Inghem, Vice President (attending remotely)
Erica Brown, Secretary
Andrea Gatzke
Gerry Harrington
Joseph Braby
Frances Cathryn
Lisa Lerner

Board Members Absent (1)

Laura Brown, Treasurer

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 May 16, 2024
Minutes of Regular Board Meeting, April 18, 2024
Minutes of Special Board Meeting, May 2, 2024
Financial Highlights Report – May 13, 2024
Balance Sheet – as of April 30, 2024
Budget v Actual Summary – April 2024
Budget v Actual – April 2024
Voucher Report – for May 2024 Meeting
Pre-Audit Voucher Report – for May 2024 Meeting
Donations – May 2024
Executive Committee Report – Meeting of May 14, 2024
Operations Committee Report – Meetings of May 1 & May 9, 2024
Change Order 1-004 MHCM
Change Order 1-005 MHCM
Change Order 1-006 MHCM
Change Order 1-007 MHCM
Franklin St Change Order Log
For Review – 2025 Working Budget with Comps
Community Engagement Committee – Meeting of May 14, 2024

Director's Report – May 16, 2024
Capital Checking Account Transactions – as of April 30, 2024
Operating Checking Account Transactions – as of April 30, 2024

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Gerry Harrington, seconded by Lisa Lerner, to approve the agenda for the Board of Trustees (BOT) meeting for May 16, 2024. Motion approved unanimously 8-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES APRIL 18, 2024. Motion: Lisa Lerner, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of April 18, 2024. Motion approved unanimously 8-0.

APPROVAL OF SPECIAL BOARD MEETING MINUTES May 2, 2024. Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the minutes of the Special Board Meeting of May 2, 2024. Motion approved unanimously 8-0.

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 is one budget modifications this month.

Motion: Erica Brown, seconded by Joseph Braby, to approve budget modification #2024-1 in the amount of \$1,062.36 which records two donations from the Friends of Kingston Library for expenses of the Teen Action Group. Motion approved unanimously 8-0.

Motion: Erica Brown, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$494,906.14. Motion approved unanimously 8-0.

Motion: Erica Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$19,844.76. Motion approved unanimously 8-0.

Motion: Erica Brown, seconded by Andrea Gatzke, to accept the April donations in the amount of \$439.76. Motion approved unanimously 8-0

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that the Friends talked about Kingston Midtown Day on May 4th. They put out flowers out front, which turned out nice.

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 May 14, 2024. They approved the agenda for the May 16, 2024, BOT meeting, and reviewed and approved vouchers.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met two times in May: May 1st and May 9th.

At the May 1, 2024, meeting they discussed the process for Change Orders, which must include full information on the work to be done, the required supporting documentation and the timing for the work. They are then reviewed by the Construction Manager and the Architect, followed by the Operations Committee. If the timeline is short and the work is under the \$25,000.00 cap, change orders may be approved to proceed by the Operations Committee and ratified by the full board at the next regular meeting. They also reviewed the window lights, bathroom tile and possible adjustments to the 1st floor circulation desk.

At the May 9th meeting they discussed the different numbering systems of the Prime Contractors. To provide clarification, they decided to use the numbering system on the list provided by the architect, Lisa Hayes. The number before the hyphen identifies the Prime submitting the Change Order, and the number after the hyphen indicates the individual Change Order and tracks how many they have received from this contractor.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve change orders to amend contract number one, general construction, and site work with Mid-Hudson Construction Management Inc. numbers 1-003 through 1-007. In the amounts listed:

- 1-003: \$6,426.00
- 1-004: \$20,862.69
- 1-005: \$9,725.75
- 1-006: \$18,536.87
- 1-007: \$10,002.50.

Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE — Erica Brown reported that the Community Engagement Committee will meet with the Friends of the Kingston Library (FOKL) next week.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn gave a verbal report that the Standards and Development Committee met on May 16, 2024, and discussed policies of other libraries. A first reading for the whistleblowing policy will be presented at the June meeting.

PRESIDENT’S REPORT – Sarah Wenk gave a verbal report that she attended many meetings with the operations committee. She also shared that Erica Brown will not be running again, so there will be an open seat in September. She encouraged other board members to invite and encourage others to apply to be on the ballot. Sarah and Andrea will run again.

DIRECTOR’S REPORT– Margie Menard reported that Erica Brown led an event on mocktails at the library on May 15th, which was a lot of fun. Planning for Summer Reading is beginning on the theme “Adventure begins at the library.”

Margie and Addie tabled at the Earth Fest last week, and they signed up new people for library cards. She connected with Alex Shiffer, the publisher of the *Kington Wire*, who asked the library to provide content for them. She shared that she and the Friends participated on Clean Sweep day on May 4th at both locations (Franklin & Crown).

Margie also shared a first draft of a 2025 budget, which includes a 6% increase. A bulk of the increases goes to salary and benefits, but there will be decreases in areas of furniture and building repairs. She invited board members to read through it before next meeting. A budget needs to be adopted by the July meeting.

Elections for the budget and trustees will be on Tuesday, September 17th from 10am-8pm. Camille DiPerna will be the election clerk.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the UCLA will discuss the member assessment for 2025. Each of the 66 libraries pay a fee to support the broad range of support services they receive. Margie is a member of the System Service Advisory Committee, who is recommending a 20% increase to be paid in 2025. Currency they are working on a deficit, and this will help provide resources. In future years, it may balance out to a lower percentage. This proposal will be discussed and voted on by the MHLS Director’s Association at the June DA meeting. The draft 2025 budget for the Kingston Library includes this 20% figure (~\$19,000).

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES –

- Gerry Harrington shared that an upcoming “Movies with Spirit” is this Saturday. The movie will be *The Peaceful Warrior* at St. Andrew’s Episcopal Church in New Paltz at 7pm. The movie in July will be *The In-touchables* and will be shown at the Library. This aligns with the Library’s summer reading theme on Adventure.
- Erica Brown shared that “Make a Difference Day” is on July 26th on Franklin St.
- Erica Brown shared that Pinkster events are happening this weekend.
- Erica Brown shared about the Truth and Reconciliation Commission, funded by Radio Kingston, which looks at the history of people who were enslaved in Ulster County. Gerry Harrington also shared about slaveholders in this area, many of whom have streets named after them.
- Frances Cathryn shared that her organization is doing an event next Thursday at 5pm in Ancram about the model of Native organizational leadership. They will have a movie screening and talk about the MOU. Registration is encouraged. She also invited board members to sign up for the monthly newsletter.
- Andrea Gatzke is leaving next week and will return in August.
- Sarah Wenk encouraged all board members to attend the BOT meeting on July 18th since two trustees will be absent.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Lisa Lerner, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:17 PM.

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

RESOLUTIONS

*5-2024-1: **Motion:** Gerry Harrington, seconded by Lisa Lerner, to approve the agenda for the Board of Trustees (BOT) meeting for May 16, 2024. Motion approved unanimously 8-0.*

*5-2024-2: **Motion:** Lisa Lerner, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of April 18, 2024. Motion approved unanimously 8-0.*

*5-2024-3: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the minutes of the Special Board Meeting of May 2, 2024. Motion approved unanimously 8-0.*

*5-2024-4: **Motion:** Erica Brown, seconded by Joseph Braby, to approve budget modification #2024-1 in the amount of \$1,062.36 which records two donations from the Friends of Kingston Library for expenses of the Teen Action Group. Motion approved unanimously 8-0.*

*5-2024-5: **Motion:** Erica Brown, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$494,906.14. Motion approved unanimously 8-0.*

*5-2024-6: **Motion:** Erica Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$19,844.76. Motion approved unanimously 8-0.*

*5-2024-7: **Motion:** Erica Brown, seconded by Andrea Gatzke, to accept the April donations in the amount of \$439.76. Motion approved unanimously 8-0*

*5-2024-8: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve change orders to amend contract number one, general construction, and site work with Mid-Hudson Construction Management Inc. numbers 1-003 through 1-007. In the amounts listed:*

- 1-003: \$6,426.00*
- 1-004: \$20,862.69*
- 1-005: \$9,725.75*
- 1-006: \$18,536.87*
- 1-007: \$10,002.50.*

Motion approved unanimously 8-0.

*5-2024-9: **Motion:** Lisa Lerner, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 8-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary