

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JUNE 20, 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 (8):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Erica Brown, Secretary
Gerry Harrington
Joseph Braby
Frances Cathryn
Lisa Lerner

Board Members Absent (1)

Andrea Gatzke

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 June 20, 2024
Minutes of Regular Board Meeting, May 16, 2024
Financial Highlights Report – June 14, 2024
Balance Sheet – as of May 31, 2024
Budget v Actual Summary – May 2024
Budget v Actual – May 2024
Budget Modification #2024-2
Voucher Report – for June 2024 Meeting
Pre-Audit Voucher Report – for June 2024 Meeting
Donations – May 2024
Resolution (Tax Cap Override)
Resolution (2025 Budget & Tax Levy Increase)
Proposed 2025 Operating Budget
Resolution setting the date of the Annual Election and Referendum
Operations Committee Report – Meeting of June 3, 2024
Change Order 1-008 MHCM KL
Community Engagement Committee – Meeting of June 22, 2024
President's Report – June 20, 2024
Director's Report – June 20, 2024

Capital Checking Account Transactions – as of May 31, 2024
Operating Checking Account Transactions – as of May 31, 2024
SRP Adult
SRP Children
SRP Teen

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Erica Brown, to approve the agenda for the Board of Trustees (BOT) meeting for June 20, 2024. Motion approved unanimously 8-0.

PUBLIC COMMENT - None

APPROVAL OF REGULAR BOARD MEETING MINUTES MAY 16, 2024. Motion: Joseph Braby, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of May 16, 2024. Motion approved unanimously 8-0.

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 is one budget modifications this month.

Motion: Laura Brown, seconded by Gerry Harrington, to approve budget modification #2024-2 in the amount of \$1,278.00 which records one donation from the Friends of Kingston Library for expenses of the Teen Action Group. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Erica Brown, to approve the regular vouchers in the amount of \$790,052.40. A verbal correction was made for Dandelion Energy from \$62,626.37 to \$62,626.37 (a decimal point to a comma). Discussion ensued. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$42,826.04. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Joseph Braby, to accept the May donations in the amount of \$1,283.85. Motion approved unanimously 8-0

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that the Friends met and discussed the quarterly Friends letter that went out on Monday, June 17th via email. The Friends will not meet in July but will they meet in August. They are supporting Summer Reading program, will be a part of Midtown Make a Difference Day on 7/26/24. They are also tabling at the Kingston Farmers Market the first week in August.

COMMITTEE REPORTS – *Please see the distribution list and each committee report for more detailed information.*

EXECUTIVE COMMITTEE – Sarah Wenk gave a verbal report that the Executive Committee met on June 18, 2024. They approved the agenda for the June 20, 2024 BOT meeting, and reviewed and approved vouchers, and approved the bringing the proposed Operating Budget to the board tonight.

Motion: Sarah Wenk, seconded by Erica Brown, to override the Tax Levy Limit as outlined on the Resolution Overriding the Tax Levy limit imposed by General Municipal Law §3-c(3) for the 2025 Fiscal Year. A vote by roll call was taken and recorded. Motion approved unanimously 8-0.

Motion: Erica Brown, seconded by Ursula Inghem, that the Board of Trustees of the Kingston Library District adopts the proposed 2025 Operating Budget and directs that a vote on an increased tax levy of \$1,161,460 be placed on the ballot for the Annual Library Election. A vote by roll call was taken and recorded. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Ursula Inghem, to schedule the Annual Library Election as outlined on the Resolution. Discussion ensued to change “his or her” to “their.” A vote by roll call was taken and recorded. Motion approved unanimously 8-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on June 3, 2024 and looked over tile and wood samples. They also reviewed Change Order Number 1-008 MHCM which is a credit for \$63,000 for planned work on the roof, which has been determined to be unnecessary.

Motion: Joseph Braby, seconded by Erica Brown, to approve Change Order 1-008 to amend contract #1 General Construction and Site Work with Mid-Hudson Construction Management for a credit to the Kingston Library of \$63,000. The initial offer was \$40,000, but Calgi and the architect went back stating that figure was not enough, so the figure was increased. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE — Erica Brown reported that the Community Engagement Committee met with the Friends of the Kingston Library (FOKL) on June 11, 2024. Erica Brown has been invited to the Friends Events Committee on Tuesday, June 25th from 4:30-5:30pm on Google Meet.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn gave a verbal report that the Standards and Development Committee met on June 20, 2024 prior to this meeting, and discussed a public comment policy which will come at a later date. They also discussed the whistleblowing policy. They cleaned up the whistleblower form, which will be presented for a first reading at the next meeting. Frances will email the board for review, edits and comments.

PRESIDENT’S REPORT – Sarah Wenk gave a verbal report that she looked at tiles with the Operations Committee. They have the designs for the tile floors.

DIRECTOR’S REPORT– Margie Menard gave a verbal report and shared flyers for the adult, teen and child summer reading programs. The theme is “Adventure Begins at the Library.”

Addie Smock shared an event to photoshop oneself at various places. Margie encouraged the board to talk to people and invite potential board members to attend the July meeting. Packets will be available July 23rd and closes on August 27th. Margie also reported that she spoke to Barbara Sarah and that the Martin LaForse Memorial Scholarship recipient has been chosen. Barbara Sarah requested to be on the July agenda.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES –

- Sarah Wenk presented Laura Brown a gift for her upcoming baby.
- Joseph Braby invited the Board to his house for a house-warming party that he designed and built. He will send out an email to the board. He will have a display of the 55 Franklin St construction updates. He also shared that his mother is a writer and wrote a novel. His sister found the rejection letters from the publisher, who asked for a second book before publishing the first. *The Black Pearls* was recently published.
- Laura Brown inquired about any updates on the annex in the Rondout. Margie shared that she emailed the Mayor to get a floor plan of the space. She mentioned that the Friends may contribute towards the cost of some furnishing.
- Erica Brown about Karaoke in the Park on June 21 from 6-8pm.
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EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:11 PM.

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

RESOLUTIONS

6-2024-1: Motion: Ursula Inghem, seconded by Erica Brown, to approve the agenda for the Board of Trustees (BOT) meeting for June 20, 2024. Motion approved unanimously 8-0.

6-2024-2: Motion: Joseph Braby, seconded by Gerry Harrington, to approve the minutes of the Regular Board Meeting of May 16, 2024. Motion approved unanimously 8-0.

6-2024-3: Motion: Laura Brown, seconded by Gerry Harrington, to approve budget modification #2024-2 in the amount of \$1,278.00 which records one donation from the Friends of Kingston Library for expenses of the Teen Action Group. Motion approved unanimously 8-0.

6-2024-4: Motion: Laura Brown, seconded by Erica Brown, to approve the regular vouchers in the amount of \$790,052.40. A verbal correction was made for Dandelion Energy from

\$62,626.37 to \$62,626.37 (a decimal point to a comma). Discussion ensued. Motion approved unanimously 8-0.

6-2024-5: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$42,826.04. Motion approved unanimously 8-0.

6-2024-6: **Motion:** Laura Brown, seconded by Joseph Braby, to accept the May donations in the amount of \$1,283.85. Motion approved unanimously 8-0.

6-2024-7: **Motion:** Sarah Wenk, seconded by Erica Brown, to override the Tax Levy Limit as outlined on the Resolution Overriding the Tax Levy limit imposed by General Municipal Law §3-c(3) for the 2025 Fiscal Year. A vote by roll call was taken and recorded. Motion approved unanimously 8-0.

6-2024-8: **Motion:** Erica Brown, seconded by Ursula Inghem, that the Board of Trustees of the Kingston Library District adopts the proposed 2025 Operating Budget and directs that a vote on an increased tax levy of \$1,161,460 be placed on the ballot for the Annual Library Election. A vote by roll call was taken and recorded. Motion approved unanimously 8-0.

6-2024-9: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to schedule the Annual Library Election as outlined on the Resolution with the change of “his or her” to “their”. A vote by roll call was taken and recorded. Motion approved unanimously 8-0.

6-2024-10: **Motion:** Joseph Braby, seconded by Erica Brown, to approve Change Order 1-008 to amend contract #1 General Construction and Site Work with Mid-Hudson Construction Management for a credit to the Kingston Library of \$63,000. Motion approved unanimously 8-0.

6-2024-11: **Motion:** Sarah Wenk, seconded by Erica Brown, to adjourn. Motion approved unanimously 8-0.

APPENDIX *(see following pages)*

Whistle Blower Protection

Kingston Library Whistleblower Form

Respectfully Submitted by

Suzanne Campise, Recording Secretary

Whistleblower Protection

Link to current [Kingston Library Whistleblower Policy](#)

Article I: Purpose

The Kingston Library is committed to upholding the highest standards of ethical, moral, and legal business conduct and transparency through open communication. All trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Kingston Library's own policies in conducting their duties and responsibilities.

All trustees, employees, and volunteers of Kingston Library have a responsibility to report known or suspected violations of library finances, or governance. The Kingston Library is committed to maintaining an environment where volunteers, employees, and trustees are free to raise good faith concerns regarding the Kingston Library's business practices without fear of intimidation, harassment, discrimination or retaliation, including but not limited to:

- Reporting suspected incorrect financial reporting;
- Reporting suspected violations of law;
- Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement or other governmental body; and
- Identifying actual or potential violations of the Kingston Library's bylaws and policies.
- Reporting activities which otherwise amount to serious improper conduct

Article II: Reporting a Violation

Trustees, officers, volunteers, and employees should raise concerns with, and report violations to the Kingston Library Board President. The individual receiving the report shall be responsible for administering this policy, overseeing an investigation, and reporting to the board. The board shall review compliance activity at least once per year.

Reporting

All reports should be made using the Whistleblower Reporting Form, attached as Appendix A, which will be available on the library website. Trustees, officers, employees and volunteers should promptly report alleged violations to the Board President. Should the Board President be the subject of the report, the individual may address concerns to any member of the Kingston Library's Board Executive Committee. If, for any reason, an individual does not feel comfortable reporting the problem to those parties, he/she may bring the matter directly to the whole Kingston Library Board of Trustees. Any such reports received by the president, director, or designee shall be forwarded to the board.

Anonymous reporting

With the exception of a person's report of his or her own violation, the reporter shall not be required to provide their name on the form. However, anonymous reports must include sufficient information, including but not limited to: name of the person against whom the

report is being made, date of the incident, and a description of the incident, so that an investigation can be conducted.

Good-Faith Reporting

Any Kingston Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. Kingston Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Kingston Library activities.

Article III: No Retaliation

The Kingston Library expressly prohibits any form of retaliation, including harassment, intimidation, discrimination, adverse employment actions, or any other form of retaliation, against any member or employee who in good faith raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of the Kingston Library's policies or bylaws.

Retaliation is a serious violation of this policy and should be reported immediately to the president of the board of trustees. Any members of Kingston Library Board, volunteers, or employees found to have engaged in any form of retaliatory conduct against an individual reporting suspected of actual wrongful action(s) in accordance with this policy will be subject to discipline, up to and including termination or removal, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Kingston Library activities.

Any member of the Kingston Library Board, volunteer, or employee who believes that he/she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Kingston Library Executive Director or the Kingston Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Kingston Library Board Executive Committee. If, for any reason, an individual does not feel comfortable reporting the problem to those parties, he/she may bring the matter directly to the Kingston Library Board.

Article IV: Investigation

Reports of suspected violations of law, Kingston Library's Bylaws or policies, or reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Kingston Library Board President or Executive Director will conduct or designate other internal or external parties to conduct the investigation. The investigating parties will notify the concerned

individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Kingston Library Executive Committee.

In the event that a report of a suspected violation of law or policy or retaliation involves the Kingston Library Board President or Executive Director, the Kingston Library Board Vice-President and other members of the Board Executive Committee will conduct the investigation, or designate a third party to conduct the investigation.

Article V: Confidentiality

Violations or suspected violations may be submitted on a confidential or anonymous basis. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with federal and state law and the need to conduct an adequate investigation and prevent or correct suspected action(s). The individual heading the investigation (Library Director or Board President) shall disclose information relating to a report with those who have a need to know so that the Board of Trustees can conduct an effective investigation and determine what action to take. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination, or civil lawsuits.

This policy is the product of the Kingston Library and will be re-evaluated by its Standards and Development Committee every three (3) years, if not sooner. The Standards and Development Committee will present the new and updated policy to the full Board of Trustees for approval and will be publically available on the Kingston Library's website and in hard-copy in the library building.

Kingston Library Whistleblower Form

Your name* (see note below) _____

Telephone _____

Email _____

Name of person you are reporting _____

Date of incident _____

Type of incident

- Incorrect financial reporting
- unlawful activity
- activities that are inconsistent with Kingston Public Library policies
- other serious improper conduct

Description of incident

Submit this report to the President of the Board of Trustees, c/o Kingston Library Board of Trustees, 61 Crown St, Kingston, NY 12401. If the board president is the person you are reporting, submit the report to the vice-president or secretary of the board.

All information in this form will be kept confidential. Please review the attached Whistleblower Policy. *NOTE: With the exception of a person's report of his or her own violation, the reporter

Commented [1]: Curious about these, as they relate to the * info re: Name. I suppose a person could create an anonymous internet-based phone number and email address if they did not wish to be identified.

Bigger qu is: Can a whistleblower be anonymous, or not?

Commented [2]: Since we need contact info for conducting an investigation, we could do telephone and/or email

I think it's easier for the average person to setup a burner email than a Google number

Commented [3]: Agree

shall not be required to provide his or her name on the form. All other requested information must be provided, so that an investigation can be conducted.