

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

CALL TO ORDER at 6:33 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (6):

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

Board Members Absent (3)

Laura Brown, Treasurer
Andrea Gatzke
Frances Cathryn

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)
Jennifer O'Donnell, Martin LaForse Memorial Scholarship grantee
Max Moughan, Martin LaForse Memorial Scholarship recipient
Jatsiry Hernandez, Martin LaForse Memorial Scholarship recipient
Chrystal De Leon, guest
Nancy Seymour, guest

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of July 18, 2024
Minutes, BOT Meeting of June 20, 2024
6.20.2024 Resolution (Adopting Budget & Proposed Tax Levy Increase)
6.20.2024 Resolution (Scheduling the Annual Library Election)
6.20.2024 Resolution (Tax Levy Limit Override)
Financial Highlights Report – July 13, 2024
Balance Sheet – as of June 30, 2024
Budget v Actual Summary – June 2024
Budget v Actual – June 2024
Budget Modification #2024-2
Voucher Report – for June 2024 Meeting
Pre-Audit Voucher Report – for June 2024 Meeting
Donations – June 2024
Operations Committee Report – Meeting of July 15, 2024

Change Order 1-009 MHCM KL
Change Order 1-010 MHCM KL
Change Order 6-001 Dandelion KL
President's Report – July 18, 2024
Director's Report – July 18, 2024
Capital Checking Account Transactions – as of June 30, 2024
Operating Checking Account Transactions – as of June 30, 2024

PRESENTATION OF THE MARTIN LAFORSE MEMORIAL SCHOLARSHIP

RECIPIENTS - Jennifer O'Donnell spoke on behalf of her mother, Barbara Sarah, who recently moved out of the county, and whose 87th birthday is today. In 2007 Martin LaForse (high school teacher, university professor, and board member) passed away suddenly, they raised \$30,000 to start a scholarship fund to benefit the library. This year, there are two recipients: Max Moughan and Jatsiry Hernandez.

- Max just graduated Kingston High School and will be attending Marist College. He wrote about his experience growing up attending the Hurley Library.
- Jatsiry also graduated Kingston High School and will be attending FIT. She wrote her essay on the book *The Little Prince*.

Jennifer, Margie Menard and the board congratulated the recipients. Jennifer asked the board to take on the task of serving on the committee that makes decisions on the scholarship in the future

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for July 18, 2024. Motion approved unanimously 6-0.

PUBLIC COMMENT – Margie Menard introduced Nancy Seymore and Chrystal De Leon who are here to learn more about how the board operates and potential seek to join the board.

APPROVAL OF REGULAR BOARD MEETING MINUTES JUNE 20, 2024. Motion: Sarah Wenk, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of June 20, 2024. Motion approved unanimously 6-0.

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 Gerry Harrington, to approve the regular vouchers in the amount of \$465,588.70. Discussion ensued. All are covered by AIA documents. Motion approved unanimously 6-0.

Motion: Erica Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$9,231.39. Motion approved unanimously 6-0.

Motion: Erica Brown, seconded by Gerry Harrington, to accept the June donations in the amount of \$1,808.20. Most of the donations are for the Martin LaForse Scholarship. Motion approved unanimously 6-0

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that the Friends and Community Engagement Committee did not meet this month. . 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. Gerry Harrington mentioned that the Friends sponsored the “Movies with Spirit,” *The Intouchables*, last Saturday, which was well attended. Nancy Seymour shared her positive feedback of the “Movies with Spirit” series.

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 July 16, 2024. They approved the agenda for the July 18, 2024 BOT meeting, and reviewed and approved vouchers.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee three times since the last meeting. 1) On June 24, 2024, they met at 55 Franklin to match wood tones on the doors. 2) on June 28, 2024, they met at Crown St to discuss and approve Change Order 01-010 in the amount of \$14,172.73 for the installation of a valve to control water to the building. 3) They met on July 15, 2024 to review and approve additional change orders, 01-009 for joint welding and CO 6-001 in the amount of \$2,244.56 for removing additional water from the site. Joseph reported that the groundwork has begun, and shared pictures.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Change Order 01-010 for General Construction and Sitework with Mid-Hudson Construction Management for a temporary new water valve to control the water in the amount of \$14,172.73. Motion approved unanimously 6-0.

Motion: Joseph Braby, seconded by Erica Brown, to approve Change Order 01-009 for General Construction and Sitework with Mid-Hudson Construction Management for joint welding in the amount of \$2,244.56. Motion approved unanimously 6-0.

Motion: Joseph Braby, seconded by Erica Brown, to approve Change Order 06-001 for Dandelion Energy Inc. for additional water removal and tank cleaning in the amount of \$13,460.00. Motion approved unanimously 6-0.

STANDARDS AND DEVELOPMENT COMMITTEE – The whistleblowing policy was given to board member for review and edits. Since Frances Cathryn is absent, the board will table the vote on the whistleblower policy to next month.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended construction and operations committee meetings and recorded a PSA at Radio Kingston on the upcoming board and budget

election. She also shared that the FOLK are looking for donations of children's and teen's books for a small pop-up library sale.

DIRECTOR'S REPORT– Margie Menard reported that the Trustee candidate petition packets will be available beginning next Tuesday, July 23rd and can be picked up at the circulation desk and returned by Monday, August 19th at 5pm. The board trustee election is scheduled for Tuesday, September 17th from 10am-8pm.

Summer Reading is still on, and she encouraged people to register online. These numbers are included in the annual report to the NYS Department of Education.

Margie shared that the Kingston Library is working with community partners to help prevent censorship and book challenges as part of the National Coalition Against Censorship's Right to Read Network (RRN), and is an affiliate under the name Mid-Hudson Free People Read Freely. They are hoping to have an event in the fall.

Margie will be on vacation the week of August 12th and will not be physically present at the board meeting, but Addie Smock will set up the meeting.

ULSTER COUNTY LIBRARY ASSOCIATION – The Ulster County Libraries will be joining together to compete in the annual Ulster County Food Fight as part of The Great Give Back, a community service initiative to provide a day of service-oriented experiences for library patrons. It will be scheduled for Saturday, October 19th, 2024.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES –

- Erica Brown shared about Make a Difference Day, next Friday, July 26th from 4-7pm. Organizations that want to table can email Erica to participate.
- Gerry Harrington shared that the next "Movies with Spirit" will take place on Saturday, August 17 at 7pm at Congregation Emanuel, 243 Albany Avenue in Kingston. The movie title is *Illusion*.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Erica Brown, seconded by Joseph Braby, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:25 PM.

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

RESOLUTIONS

7-2024-1: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for July 18, 2024. Motion approved unanimously 6-0.

7-2024-2: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of June 20, 2024. Motion approved unanimously 6-0.

7-2024-3: **Motion:** Erica Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$465,588.70. Motion approved unanimously 6-0.

7-2024-4: **Motion:** Erica Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$9,231.39. Motion approved unanimously 6-0.

7-2024-5: **Motion:** Erica Brown, seconded by Gerry Harrington, to accept the June donations in the amount of \$1,808.20. Motion approved unanimously 6-0.

7-2024-6: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve Change Order 01-010 for General Construction and Sitework with Mid-Hudson Construction Management for a temporary new water valve to control the water in the amount of \$14,172.73. Motion approved unanimously 6-0.

7-2024-7: **Motion:** Joseph Braby, seconded by Erica Brown, to approve Change Order 01-009 for General Construction and Sitework with Mid-Hudson Construction Management for joint welding in the amount of \$2,244.56. Motion approved unanimously 6-0.

7-2024-8: **Motion:** Joseph Braby, seconded by Erica Brown, to approve Change Order 06-001 for Dandelion Energy Inc for additional water removal and tank cleaning in the amount of \$13,460.00. Motion approved unanimously 6-0.

7-2024-9: **Motion:** Erica Brown, seconded by Joseph Braby, to adjourn. Motion approved unanimously 6-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary