

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING AUGUST 15, 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
Erica Brown, Secretary
Gerry Harrington
Joseph Braby
Lisa Lerner
Andrea Gatzke
Frances Cathryn

Board Members Absent (1)

Laura Brown, Treasurer

Others Present:

Addie Smock, Assistant Director
Jeanne Edwards, liaison for Kingston Library Ward 4 (attending remotely)
Nancy Seymour, guest
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of August 15, 2024
Minutes, BOT Meeting of July 18, 2024
Financial Highlights Report – August 15, 2024
Balance Sheet – as of July 31, 2024
Budget v Actual Summary – July 2024
Budget v Actual – July 2024
Voucher Report – for August 2024 Meeting
Pre-Audit Voucher Report – for August 2024 Meeting
Donations – July 2024
Operations Committee Report – July 28, 2024
2024 DLD Construction Grant Application
Change Order 1-011 MHCM KL
Change Order 1-012 MHCM KL
Whistleblower Policy
KPL Whistleblower Form
Capital Checking Account Transactions – as of July 31, 2024
Operating Checking Account Transactions – as of July 31, 2024

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 August 15, 2024. Frances Cathryn shared that the board will not be voting on the Whistleblower Policy nor the form tonight. Motion approved unanimously 8-0.

PUBLIC COMMENT – Jeanne Edwards asked to have the minutes of July 18, 2024.

APPROVAL OF REGULAR BOARD MEETING MINUTES JULY 18, 2024. Motion: Gerry Harrington, seconded by Erica Brown, to approve the minutes of the Regular BOT Meeting of July 18, 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 are no budget modifications this month. There are no donations for the month of July.

Motion: Erica Brown, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$260,420.50. Motion approved unanimously 8-0.

Motion: Erica Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$8,126.82. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that the Friends are looking for people to let them know about the Newsletter content and stories. They will be doing a presentation at the Rotary on September 18, 2024. They will be supporting “Movies With Spirit” with a donation of \$100.

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 August 13, 2024. They approved the agenda for the August 15, 2024 BOT meeting, reviewed and approved vouchers, and discussed the 2024 Division of Library Development (DLD) grant application through Mid-Hudson Library Association from New York State. They are seeking board approval to submit a grant to support the library basement construction.

Motion: Sarah Wenk, seconded by Ursula Inghem, to adopt the 2024 DLD grant application. Discussion ensued. Motion approved unanimously 8-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on July 28, 2024 with Lisa Hayes (architect) and Andrew Laidlaw (Calgi representative) and discussed stone finishes and two change orders from Mid-Hudson Construction Management that have been vetted by Calgi and the architect. Joseph Braby provided more details about the stone finishing colors and the drywall, which will be screwed into the plaster into the brick.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Change Order 01-011 for General Construction and Sitework with Mid-Hudson Construction Management for improvement of roof drains in the amount of \$6,868.59. Discussion ensued. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Erica Brown, to approve Change Order 01-012 for General Construction and Sitework with Mid-Hudson Construction Management (MHCM) to for installation of drywall in the space above the ceiling where none was installed in the amount of \$24,697.26. Discussion ensued regarding the numbering of the change order. Ursula Inghem provided clarification that each vendor has their own numbering system, but for consistency, the Library (in consultation with the architect) has given each vendor a specific number (for example, change orders beginning with “01-” are for MHCM). This is the twelfth change order from MHCM. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE – The Community Engagement Committee met briefly with the Friends. Addie expressed her appreciation for people’s patience as there were technical difficulties with a projector. Discussion ensued around the Martin LaForse scholarship selection and the amounts to awardees. There is desire from Barbara Sarah’s family for the Board to assume this responsibility in the future.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met and revised the Whistleblower policy and the forms. They discussed the suggestion of changing the title to “Reporting Suspected Wrongdoing” while also keeping “Whistleblower” in the title for searchability and consistency. Frances Cathryn will check with Mid-Hudson Library System on whether the title can be changed. They also discussed the ordering of the form and ways of removing personal name. The board will vote on the Whistleblower policy and form next month.

PRESIDENT’S REPORT – Sarah Wenk gave a verbal report that she attended all meetings. Sarah also shared that September 17, 2024 is the date of the Library’s Board Election is also National Board Administration Day. She discussed sending an email to the board with resources about it.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES –

- 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*.
- Joseph Braby shared about the Blackbird bookstore on Abeel street, and his friend who lost their friendly starling bird.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:10 PM.

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

RESOLUTIONS

8-2024-1: **Motion:** Ursula Inghem, seconded by Erica Brown, to approve the agenda for the Board of Trustees (BOT) meeting for August 15, 2024, with the removal of the vote for the Whistleblower Policy and Whistleblower form tonight. Motion approved unanimously 8-0.

8-2024-2: **Motion:** Gerry Harrington, seconded by Erica Brown, to approve the minutes of the Regular BOT Meeting of July 18, 2024. Motion approved unanimously 8-0.

8-2024-3: **Motion:** Erica Brown, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$260,420.50. Motion approved unanimously 8-0.

8-2024-4: **Motion:** Erica Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$8,126.82. Motion approved unanimously 8-0.

8-2024-5: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to adopt the 2024 DLD grant application. Motion approved unanimously 8-0.

8-2024-6: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve Change Order 01-011 for General Construction and Sitework with Mid-Hudson Construction Management for improvement of roof drains in the amount of \$6,868.59. Motion approved unanimously 8-0.

8-2024-7: **Motion:** Joseph Braby, seconded by Erica Brown, to approve Change Order 01-012 for General Construction and Sitework with Mid-Hudson Construction Management to for installation of drywall in the space above the ceiling where none was installed in the amount of \$24,697.26. Motion approved unanimously 8-0.

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