

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING SEPTEMBER 19, 2024
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:30 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (8):

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

Board Members Absent (1)

Erica Brown, Secretary

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Thomas Oaks, Library school student
Abby Kutz, Library school student
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of September 19, 2024
Minutes, BOT Meeting of August 15, 2024
Financial Highlights Report – September 19, 2024
Balance Sheet – as of August 31, 2024
Budget v Actual Summary – August 2024
Budget v Actual – August 2024
Voucher Report – for September 2024 Meeting
Pre-Audit Voucher Report – for September 2024 Meeting
Donation Activity – August 2024
Executive Committee Report
First Amendment to Lease
Operations Committee Report – September 6, 2024
202204 KL SRI COD #BRM Calgi KL signed
DLD Acceptance Memo
Capital Checking Account Transactions – as of August 31, 2024
Operating Checking Account Transactions – as of August 31, 2024

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Gerry Harrington, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for September 19, 2024. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF REGULAR BOARD MEETING MINUTES AUGUST 15, 2024. Motion: Joseph Braby, seconded by Ursula Inghem, to approve the minutes of the Regular BOT Meeting of August 15, 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 modification this month.

Motion: Laura Brown, seconded by Ursula Inghem, to approve the budget modification #2024-3 which transfers funds from Adult New Books to Adults A/V in the amount of \$10,000. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$445,096.13. Discussion ensued regarding three topics: 1) to confirm that the architect and project manager has signed off on all these vouchers, 2) money that has been held for Dandelion Energy because of a state labor issue has been resolved and they are able to be paid, and 3) clarifying a typo in Budget vs Actual. Operating interest should be August, not June. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$ 6,614.00. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$138.43. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that the Friends met online on Tuesday, September 17, 2024. They approved reimbursing the Children’s Department for a purchase for the STEM program from a Parity of Fund Grant that they received last year. They will have an annual appeal and are looking for information for the Friends and Kingston Library newsletters. The Events Committee will be meeting on Friday, September 20, 2024 to discuss other events coming up this fall, such as the Snowflake Festival.

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 Tuesday, September 17, 2024. They approved the agenda for the September 19, 2024 BOT meeting, discussed the lease extension, discussed the DLD grant and approved and signed

vouchers. The construction at 55 Franklin St may go until August 2025. The lease agreement is for a month-to-month lease for 61 Crown St at the same rate after the 18 months are up.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve 61 Crown St lease agreement. Motion approved unanimously 8-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on September 6, 2024. They reviewed possible wall colors possibilities. They will be going to Albany tomorrow to look at furniture. They also discussed the need for an adjustment to the sprinkler system and approved the Construction Change Directive (CCD 3-001), which is an interim directive that authorizes a change before the details are fully agreed upon. Calgi has directed the fire suppression contractor (SRI) to make the adjustment with the cost not to exceed \$1,536.86. There will be a forthcoming regular change order reflecting the final cost once the work has been completed.

Motion: Joseph Braby, seconded by Lisa Lerner, to ratify SRI Construction Change Directive CCD 3-001 for an adjustment to the sprinkler system not to exceed \$1,536.86. Discussion ensued. Motion approved unanimously 8-0.

The Kingston Library also received notification that the Kingston Library has been recommended for an award through the FY 2024-2025 State Aid for Public Library Construction Program by the Mid-Hudson Library System Incentives Committee in the amount of \$430,849.00 for the basement renovation. The board needs to vote to authorize the grant recommendation.

Motion: Joseph Braby, seconded by Andrea Gatzke, to accept DLD construction grant recommendation in the amount of \$430,849 for the basement renovation. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE – No report. The Community Engagement Committee met with the Friends of Kingston Library.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on September 19, 2024 prior to this meeting. Frances reached out to Rebecca Aldrich regarding the Whistleblower form, who said that name is based on state laws. They are submitting a first read to be voted on for the next meeting. Next they will review the Internet Usage policy.

PRESIDENT'S REPORT – Sarah Wenk reported that she attended the ULA proclamation day, construction meetings and comments on election. She reminded board members to complete the Trustee Training before the end of the year. Sarah also thanked Erica Brown, and read a letter that Erica wrote, which is included in the minutes.

DIRECTOR'S REPORT – Margie Menard expressed her thanks to all who voted in Tuesday's Trustee election and tax levy vote. The Kingston Library 2025 operating tax levy was approved (180 yes to 28 no). The three elected trustees to three-year terms beginning October 1, 2024 are:

Andrea Gatzke, Sarah Wenk and Hayley Downs. She thanked Camille DiPerna, the election clerk, and Lorraine Finch, election inspector, for ensuring the legal requirements were kept. She gave her thanks to Erica Brown for her service on the Board.

The Board will have a reorganization meeting on October 17 prior to the regular BOT meeting. New Trustees will be sworn in.

Margie reported the success and numbers from the Summer Reading Program:

Books Logged	People Registered
Adults: 236	Adults: 54
Teens: 70	Teens: 18
Kids: 708	Kids: 84
Pre-K and younger: 210	Pre-K and younger: 25

She shared a fun story from a parent that their child made themselves a rainbow-colored hat out of cereal boxes at home so they could be like Mr. Alex

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) - Ulster County libraries will be participating in the annual Ulster County Food Fight as part of “The Great Give Back,” a community service initiative. Each library is competing to collect nonperishables food to give to People’s Place. Collection boxes can be found in the lobbies of both library entrances.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES –

- Frances Cathryn shared 2 upcoming Forge events:
 - o 1) Meadow works workshops on Thursday, September 26th from 4pm. Come, bring gardening tools, and share in a dinner
 - o 2) Saturday, October 12th – Hosting two members of Y collective will create a full meal for a sliding scale donation.
- Gerry Harrington shared that the next “Movies with Spirit” will take place on Saturday, September 21, 2024 at Unison Arts in New Paltz (9 Paradies Lane) at 7pm at ??? . The movie title is *Problemista*.
- Joseph Braby talked about a success story that he heard at the Ulster County Library meeting of expanding access to banned books to people across the country. At the meeting, there was a librarian Brooklyn Librarian who found out and spread the word that patrons don’t have to be residents of Brooklyn to get a library card. The encouraged young adults requested banned e-books from across the county. They are organizing the testimonials from the young adults. They created a separate process so that local tax dollars were not used.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 8-0. 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

9-2024-1: **Motion:** Gerry Harrington, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for September 19, 2024. Motion approved unanimously 8-0.

9-2024-2: **Motion:** Joseph Braby, seconded by Ursula Inghem, to approve the minutes of the Regular BOT Meeting of September 19, 2024. Motion approved unanimously 8-0.

9-2024-3: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the budget modification #2024-3 which transfers funds from Adult New Books to Adults A/V in the amount of \$10,000. Motion approved unanimously 8-0.

9-2024-4: **Motion:** Laura Brown, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$445,096.13. Discussion ensued regarding three topics: 1) to confirm that the architect and project manager has signed off on all these vouchers, 2) money that has been held for Dandelion Energy because of a state labor issue has been resolved and they are able to be paid, and 3) clarifying a typo in Budget vs Actual. Operating interest should be August, not June. Motion approved unanimously 8-0.

9-2024-5: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$ 6,614.00. Motion approved unanimously 8-0.

9-2024-6: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$138.43. Motion approved unanimously 8-0.

9-2024-7: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve 61 Crown St lease agreement. Motion approved unanimously 8-0.

9-2024-8: **Motion:** Joseph Braby, seconded by Lisa Lerner, to ratify SRI Construction Change Directive CCD 3-001 for an adjustment to the sprinkler system not to exceed \$1,536.86. Discussion ensued. Motion approved unanimously 8-0.

9-2024-9: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to accept DLD construction grant recommendation in the amount of \$430,849 for the basement renovation. Motion approved unanimously 8-0.

9-2024-10: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:25 PM.

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

APPENDIX

- 1) Letter from Erica Brown**
- 2) Whistleblower Policy: Reporting Suspected Wrongdoing – FIRST READ**

Letter from Erica Brown

Hi Sarah! I am hoping that you can read this at this evening board meeting for me.

Good evening everyone,

Although I could not make it to this evening's board meeting, and I'm very sad about that, I wanted to reach out to you all to express just how memorable it has been to serve on this library board.

When I first spoke with Margie, I was excited to hear about a vacant spot and was curious to see if I could fill it. The library has always been a special place to me! There were times when I didn't have the resources I needed, wherever I lived, and I always found them in the library. I remember the experience of getting my first library card. I love the smell of the books, the history, stories, experiences, and lives that walk through those doors. It's an indescribable feeling!

I am sad to leave the board, but I want to congratulate all the new members and incumbents on their trustee wins. At this moment, my priority is to focus on my children as they enter these important stages of their lives before they become adults.

I have always believed, and will continue to believe, that people who volunteer for board service are some of the most special human beings on this planet. The way we seek to support a cause and do the work in such a noble way stirs emotions in me beyond what I can express in words.

Thank you so much for your patience, all the laughter, and the honor of being in the presence of your quirks, expertise, skills, and knowledge.

All the best, and with the hope that in four years I'll be back in some way to share my admiration for you all.

Best regards, warmest wishes—onward and upward!

Whistleblower Policy: Reporting Suspected Wrongdoing – FIRST READ

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 and other individuals 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 that 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 a 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, they 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 their 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 the name of the person against whom

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

Good-Faith Reporting

Any Kingston Library trustee, officer, employee, volunteer or other individual who files a report concerning an alleged or suspected violation must do so in good faith and have reasonable grounds to believe the evidence in the report indicates a policy violation. The 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 overseeing 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 who engage in any such conduct will be prohibited from volunteering 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 member of the Kingston Library Board, volunteer, or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected wrongful action 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 who engage in any such conduct will be prohibited from volunteering in Kingston Library activities.

Any member of the Kingston Library Board, volunteer, employee or other individual who believes they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the alleged 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, they may bring the matter directly to the Kingston Library Board.

Article IV: Investigation

Reports of suspected violations of law or Kingston Library 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 alleged violations or suspected violations will be kept confidential, consistent with federal and state laws 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 related 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. If appropriate, the investigation documents will be shared with law enforcement. 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 reevaluated by its Standards and Development Committee at least every three (3) years. 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 as a physical copy in the library building.