

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF ANNUAL REORGANIZATION MEETING**

October 17, 2024, at 6:00pm
61 Crown St, Kingston, NY 12401

Swearing in of Sarah Wenk, Andrea Gatzke, and Hayley Downs by The Honorable Bryan Rounds, Ulster County Court Judge

CALL TO ORDER at 6:15PM by Sarah Wenk, President

Board Members in Attendance (9):

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

Board Members Absent (0):

Others Present:

Margie Menard, Executive Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary, attending remotely.

DISTRIBUTION

Agenda 2024 Kingston Library Board of Trustees Annual Reorganization Meeting
2023-2024 Official Designations, Charges and Procedures
Kingston Library Board of Trustees Code of Conduct and Ethics Statement

**ELECTION OF OFFICERS FOR 2024-2025 BOARD YEAR (OCTOBER 1, 2024-
SEPTEMBER 30, 2025)**

Motion: Ursula Inghem, seconded by Laura Brown to nominate Sarah Wenk as President.
Motion passed unanimously 9-0.

Motion: Sarah Wenk, seconded by Lisa Lerner to nominate Ursula Inghem as Vice President.
Motion passed unanimously 9-0.

Motion: Sarah Wenk, seconded by Ursula Inghem to nominate Andrea Gatzke as Secretary.
Motion passed unanimously 9-0.

Motion: Sarah Wenk, seconded by Joseph Braby, to nominate Laura Brown as Treasurer. Motion passed unanimously 9-0.

The following are the elected officers for 2024-2025 Board Year:

President: Sarah Wenk
Vice President: Ursula Inghem
Secretary: Andrea Gatzke
Treasurer: Laura Brown

APPOINTMENT OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS BY PRESIDENT – Sarah Wenk, President, appointed the following Committee Chairs and Committee Members for 2024-2025 year:

Operations Committee:

- Joseph Braby (Chair)
- Ursula Inghem
- Sarah Wenk

Standards and Development Committee:

- Frances Cathryn (Chair)
- Laura Brown
- Andrea Gatzke

Community Engagement:

- Gerry Harrington (Chair)
- Lisa Lerner
- Haley Downs

Liaison to the Friends of the Kingston Library (FOKL):

- Gerry Harrington

VOTE TO SET DATE OF 2025 TAX LEVY VOTE AND TRUSTEE ELECTION –

Motion: Sarah Wenk, seconded by Ursula Inghem, to set the 2025 Tax Levy Vote and Trustee Election for Tuesday, September 16, 2025. Margie added that these dates are consistent with past practice.

Sarah shared that in 2025, Gerry Harrington, Lisa Lerner and Laura Brown terms will end.

Sarah Wenk shared the 2025 calendar for BOT meetings, changing the June BOT meeting to Wednesday, June 18, 2025, in honor of Juneteenth holiday on Thursday, June 19, 2025.

APPROVAL OF NEWSPAPERS OF RECORD –

Motion: Sarah Wenk, seconded by Andrea Gatzke, to approve the following newspapers of record:

- *Kingston Daily Freeman* (for releases and legal ads)
- *Kingston Wire* (for releases only)
- *Hudson Valley One/ Ulster Publishing* (for releases only)
- *The Poughkeepsie Journal* (for releases only)

- *Times Herald Record* (for releases only)
- *The Albany Times Union* (for releases only)

Motion passed unanimously 9-0.

APPROVAL OF BANK DEPOSITARIES (*BOT President, VP, Secretary, and Treasurer*). **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve the bank depositaries of up to \$2 million to the following commercial banks listed:

- Bank of Greene County
- M&T Bank
- Citizens Bank
- Key Bank
- Chase
- TD Bank
- Wells Fargo

Motion passed unanimously 9-0.

APPROVAL OF BANK ACCOUNT SIGNATORIES –

Motion: Sarah Wenk, seconded by Laura Brown, that the 4 Board of Trustees Officers elected tonight (*President, Vice President, Secretary and Treasurer*) have approval of bank account signatures. Motion passed unanimously 9-0.

AJOURNMENT

Motion: Sarah Wenk, seconded by Joseph Braby, to adjourn the Reorganization meeting. Motion passed unanimously 9-0. The meeting adjourned at 6:29M.

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

RESOLUTIONS

10-2024-1A: **Motion:** Ursula Inghem, seconded by Laura Brown to nominate Sarah Wenk as President. Motion passed unanimously 9-0.

10-2024-2A: **Motion:** Sarah Wenk, seconded by Lisa Lerner to nominate Ursula Inghem as Vice President. Motion passed unanimously 9-0.

10-2024-3A: **Motion:** Sarah Wenk, seconded by Ursula Inghem to nominate Andrea Gatzke as Secretary. Motion passed unanimously 9-0.

10-2024-4A: **Motion:** Sarah Wenk, seconded by Joseph Braby, to nominate Laura Brown as Treasurer. Motion passed unanimously 9-0.

10-2024-5A: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to set the 2025 Tax Levy Vote and Trustee Election for Tuesday, September 16, 2025. Motion passed unanimously 9-0.

10-2024-6A: Motion: Sarah Wenk, seconded by Andrea Gatzke, to approve the following newspapers of record: *Kingston Daily Freeman* (for releases and legal ads), *Kingston Wire* (for releases only), *Hudson Valley One/ Ulster Publishing* (for releases only), *The Poughkeepsie Journal* (for releases only), *Times Herald Record* (for releases only), and *The Albany Times Union* (for releases only). Motion passed unanimously 9-0.

10-2024-7A: Motion: Sarah Wenk, seconded by Andrea Gatzke, to approve the bank depositaries of up to \$2 million to the following commercial banks listed: Bank of Greene County, M&T Bank, Citizens Bank, Key Bank, Chase, TD Bank, Wells Fargo. Motion passed unanimously 9-0.

10-2024-8A: Motion: Sarah Wenk, seconded by Laura Brown, that the 4 Board of Trustees Officers elected tonight (*President, Vice President, Secretary and Treasurer*) have approval of bank account signatures. Motion passed unanimously 9-0.

10-2024-9A: Motion: Sarah Wenk, seconded by Joseph Braby, to adjourn the Reorganization meeting. Motion passed unanimously 9-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary