

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OCTOBER 17, 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 (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, Library Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)
Kristin Charles-Scaringi, library student

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of October 17, 2024
Minutes, BOT Meeting of September 19, 2024
Financial Highlights Report – October 12, 2024
Balance Sheet – as of September 30, 2024
Budget v Actual Summary – September 2024
Budget v Actual – September 2024
Budget Modification #2024-4
Budget Modification #2024-5
Voucher Report – for October 2024 Meeting
Pre-Audit Voucher Report – for October 2024 Meeting
Donation Activity – September 2024
1-013 MHCM KL
1-014 MHCM KL
1-015 MHCM KL
1-016 MHCM KL
1-017 MHCM KL
1-018 MHCM KL
5-002 MEHL KL

Executive Committee Report – October 15, 2024
Operations Committee Report – September 20, 2024 & October 4, 2024
Capital Checking Account Transactions – as of September 30, 2024
Operating Checking Account Transactions – as of September 30, 2024

Sarah Wenk introduced and welcomed new board member, Haley Downs. Haley shared interest and passion for the library. She works in education to bring teachers into large school districts. She also works with TMI workshop, a local story-telling organization.

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sarah Wenk, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for October 17, 2024. Motion approved unanimously 9-0.

PUBLIC COMMENT – None.

APPROVAL OF REGULAR BOARD MEETING MINUTES SEPTEMBER 19, 2024.
Motion: Sarah Wenk, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of September 19, 2024. Motion approved unanimously 9-0.

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 are two budget modifications this month.

Motion: Laura Brown, seconded by Lisa Lerner, to approve the budget modification #2024-4, which transfers funds from the Contingency and Building Repair lines to Fuels and Utilities for current and projected Central Hudson gas and electric charges, and budget modification #2024-5, which transfers funds from Other Staff Medical Expense to Other Staff NYS Unemployment Tax for higher charges. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Joseph Braby, to approve the regular vouchers in the amount of \$643,846.63. This includes an additional amount of \$4,081.72 for a check for SRI for payment on contract for sprinklers, which was added to vouchers for capital expenses. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$10,314.05. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$10,825.47. Motion approved unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem shared that a long-time Friends member had a stroke but is recovering. The Friends met on Tuesday, October 15, 2024, and discussed a Halloween passport event for kids, which will have 21 stops. Friends are also working on the Snowflake Festival and the annual appeal, which will go out on Giving

Tuesday. They will also complete a city-wide mailing where every household will get a postcard soliciting donations.

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, October 15, 2024. They approved the agendas for the October 17, 2024, Reorganization meeting and for the regular BOT meeting. They also approved and signed vouchers.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met two times since the last BOT meeting. On September 20, 2024, they met in Albany with architect, Lisa Hayes, and furniture consultant, Kali Angel Church, to look at wood furniture (shelves, tables, and chairs) and discussed the timing needed to receive wood furniture in time. They will be meeting tomorrow, October 18, 2024, in Albany to discuss the furniture. Margie shared that the company, Knoll, the library is working with is on state contract, thus getting the appropriate rate. Discussion ensued around the inquiry if furniture is made by people who are incarcerated. The Knoll website stated that this was not the case, but Operations Committee will ask and confirm directly.

The second meeting was on October 4, 2024, to review this month's Change Orders (COs) from Mid-Hudson Construction Management (MHCM) and MEHL Electric. All off these COs have been approved by the construction manager and architects. They are as follows:

01-013 MHCM	Modify roof hatch for better access	\$18,753.92
01-014 MHCM	Miscellaneous steel and wood repairs	\$21,002.50
01-015 MHCM	Reinforcement of Mural Wall due to weight	\$13,632.56
01-016 MHCM	Remove sprinkler in basement	\$2,884.68
01-017 MHCM	Replace damaged floor joists	\$22,700.92
01-018 MHCM	Repair damaged roof edges	\$17,161.70
05-002 MEHL	Modify planned work to meet a new City Code	\$13,093.00.

Motion: Joseph Braby, seconded by Gerry Harrington, to ratify Change Orders 1-013, 1-014, 1-015, 1-016, 1-017, 1-018, and 05-002. Motion approved unanimously 9-0.

Joseph Braby shared that the KPL lawyer will be involved to put a concern around scheduling to rest.

COMMUNITY ENGAGEMENT COMMITTEE –The Community Engagement Committee did not meet in October.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on October 17, 2024, prior to this meeting. They discussed and decided on working on Patron Conduct next.

Motion: Frances Cathryn, seconded by Lisa Lerner, to approve Whistle Blower Policy (included in the September 19, 2024, BOT minutes). Discussion ensued. Motion approved unanimously 9-0.

The Whistle Blower Form will be included in the November 2024 BOT meeting agenda for BOT approval.

PRESIDENT’S REPORT – Sarah Wenk reported that she arranged for Trustee swearing in, checked on committee assignments and officer positions, attended construction meetings and participated in various conversations.

DIRECTOR’S REPORT – Margie Menard welcomed new BOT member, Haley Downs, and thanked her for her participation.

Margie shared about the second annual Paranormal Night with Full Moon Paranormal on Sunday, October 27th. There will be two sessions from 5-7pm and again at 7-9pm with two groups, accompanied by donuts from Half Moon Rondout. She invited trustee members to help.

The library’s CPAs from Nugent and Haessler will be at the library on Tuesday, November 5, 2024, to do field work for the 2023 financial audit and hope to be able to present findings at the December 19th board meeting.

Margie shared that Addie and Brian have gathered a second cohort of Teen Action Group members to develop and implement programs for teens. This is funded by an annual grant from the Ferriday Foundation. Each month, they will be doing the book displays in the teen rooms.

Discussion ensued around books and theme for the monthly book club that takes place on the first Saturday of the month at 2pm at Half Moon Café in the Rondout. A suggested theme was “a strong sense of place.”

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The County Executive has released her proposed 2025 budget which holds the funding for the Ulster County Library Association at 2024’s amount of \$100,400. This pays for many of the digital resources such as Kanopy streaming video, Universal Class online classes, Transparent Language learning, most of the museum passes, Craft & Hobby online tutorials, as well as supplementing the eBook and eAudiobook offerings through Libby. In previous years, the legislature has proposed a budget that increases funding for libraries allowing for additional purchases.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES –

- Ursula Inghem announced that they received the \$414K grant from Mid-Hudson
- Andrea Gatzke shared that at World End Comics will have a double movie feature on old horror films: *A Bucket of Blood* and *Deep Red* at 6:30pm on Saturday, October 19, 2024.

- Gerry Harrington shared that the next “Movies with Spirit” will take place on Saturday, October 19, 2024, at the New Paltz United Methodist Church at 7pm. The movie title is *Radical*.
- Addie Smock shared positive feedback about the Forge Project dinner event that Frances Cathryn mentioned last month.
- The last day of the Food Drive is October 19, 2024.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Gerry Harrington, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:19 PM.

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

RESOLUTIONS

10-2024-1: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for October 17, 2024, 2024. Motion approved unanimously 9-0.

10-2024-2: **Motion:** Sarah Wenk, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of September 19, 2024. Motion approved unanimously 9-0.

10-2024-3: **Motion:** Laura Brown, seconded by Lisa Lerner, to approve the budget modification #2024-4 which transfers funds from the Contingency and Building Repair lines to Fuels and Utilities for current and projected Central Hudson gas and electric charges. Budget modification #2024-5 transfers funds from Other Staff Medical Expense to Other Staff NYS Unemployment Tax for higher charges. Motion approved unanimously 9-0.

10-2024-4: **Motion:** Laura Brown, seconded by Joseph Braby, to approve the regular vouchers in the amount of \$643,846.63. This includes an additional amount of \$4,081.72 for a check for SRI for payment on contract for sprinklers, which was added to vouchers for capital expenses. Motion approved unanimously 9-0.

10-2024-5: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$10,314.05. Motion approved unanimously 9-0.

10-2024-6: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$10,825.47. Motion approved unanimously 9-0.

10-2024-7: **Motion:** Joseph Braby, seconded by Gerry Harrington, to ratify Change Orders 1-013, 1-014, 1-015, 1-016, 1-017, 1-018, and 05-002. Motion approved unanimously 9-0.

10-2024-8: **Motion:** Frances Cathryn, seconded by Lisa Lerner, to approve Whistle Blower Policy (included in the September 19, 2024, BOT minutes). Motion approved unanimously 9-0.

10-2024-9: **Motion:** Gerry Harrington, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 9-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary