

**KINGSTON LIBRARY BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING NOVEMBER 21, 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 (8):**

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

**Board Members Absent (1)**

Laura Brown, Treasurer

**Others Present:**

Margie Menard, Library Director  
Addie Smock, Assistant Director  
Suzanne Campise, Recording Secretary (attending remotely)  
Ben Grocker, library student  
Chris Morgan, library student  
Sioban Sedney, library student

**DISTRIBUTION LIST**

Agenda, Board of Trustees (BOT) Meeting of November 21, 2024  
Minutes, Board of Trustees (BOT) Reorganization Meeting of October 17, 2024  
Minutes, Regular Board of Trustees (BOT) Meeting of October 17, 2024  
Financial Highlights Report – November 15, 2024  
Balance Sheet – as of October 31, 2024  
Budget v Actual Summary – October 2024  
Budget v Actual – October 2024  
Voucher Report – for November 2024 Meeting  
Pre-Audit Voucher Report – for November 2024 Meeting  
Donation Activity – October 2024  
Executive Committee Report – Meeting of November 19, 2024  
2025 Observed Holidays  
Health Insurance 2025  
Operations Committee Report – October 18, 2024 and November 12, 2024  
MHCM - CO 1-019 Injection Grouting  
Landmark Proposal

Primes – Change Order Log 11.21.24  
Whistleblower form - Second Read  
President's Report - November 21, 2024  
Director's Report – November 21, 2024  
Capital Checking Account Transactions – as of October 31, 2024  
Operating Checking Account Transactions – as of October 31, 2024

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for November 21, 2024. Motion approved unanimously 8-0.

### **PUBLIC COMMENT**

Margie welcomed three library student guests and invited them to introduce themselves:

- Ben Grocker, LIU Post-Graduate Certification in Public Library Administration Program; Director of Newburgh Free Library; and Kingston resident
- Chris Morgan, LIU Post-Graduate Certification in Public Library Administration Program; Head of Adult Services at Newburgh Free Library
- Siobhan Sedney – LIU Post-Graduate Certification in Public Library Administration Program; Young Adult Librarian at Newburgh Free Library

**APPROVAL OF REORGANIZATION BOARD MEETING MINUTES OCTOBER 17, 2024. Motion:** Gerry Harrington, seconded by Joseph Braby to approve the minutes of the Reorganization BOT Meeting of October 17, 2024. Motion approved unanimously 8-0.

### **APPROVAL OF REGULAR BOARD MEETING MINUTES OCTOBER 17, 2024.**

**Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of October 17, 2024. Motion approved unanimously 8-0.

### **HIGHLIGHTS OF FINANCIAL DOCUMENTS**

Andrea Gatzke 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:** Andrea Gatzke, seconded by Haley Downs, to approve the regular vouchers in the amount of \$566,976.63. Motion approved unanimously 8-0.

**Motion:** Andrea Gatzke, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$18,116.24. Motion approved unanimously 8-0.

**Motion:** Andrea Gatzke, seconded by Gerry Harrington, to accept donations in the amount of \$72.00. Motion approved unanimously 8-0.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)** – Ursula Inghem gave the report on behalf of Gerry Harrington. She reported that the Friends discussed compiling the names of previous board members and directors to have an invitation list for the library re-opening. If known, please direct information to the Friends. The annual meeting will be in March. Susan attended the Mid-Hudson Annual Meeting on behalf of Joseph Braby and reported a positive

experience, especially the speaker on banned books. She (Susan) encouraged a board member and Friend member to attend in the future. The Friends also discussed the Uptown Trick-or-Treating event (20 attended), and the Paranormal event (60 attended). They are starting the fundraising campaign, and a committee is being formed to plan it. They also discussed the Snowflake Festival on December 6th. There will be a shuttle across the city of Kingston funded by all 3 business associations in Kingston.

**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, November 19, 2024. They approved the agenda for the November 21, 2024 BOT meeting, and approved and signed vouchers. They also discussed and approved the 2025 holiday calendar and discussed and approved changes to staff health insurance contribution.

**Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve 2025 holiday schedule as outlined. Motion approved unanimously, 8-0.

**Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve 2025 staff medical insurance contribution from \$909.00/month to \$975.00/month (for 5 employees who receive insurance through the library) and payment of \$450/month per employee receiving the buyout (for 2 employees). This comes to \$58,500 to cover five employees and \$10,800 for the buyout for two employees for an annual total of \$69,300, which is well within the \$80,300 budget line in the approved 2025 budget. More details are outlined on the 2025 healthcare document in the distribution list. Discussion ensued. All full-time employees are eligible to receive health coverage. Motion approved unanimously, 8-0.

**OPERATIONS COMMITTEE** – Joseph Braby reported that the Operations Committee met two times since last meeting: October 18, 2024 and November 12, 2024. They discussed the change order (COs) from Mid-Hudson Construction Management (MHCM), which has been approved by the construction manager and architects in the amount of \$37,324.17 for Injection Grouting.

**Motion:** Joseph Braby, seconded by Andrea Gatzke, to ratify Change Order 1-019 in the amount of \$37,324.17 for injection grouting soil stabilization. Motion approved unanimously 8-0.

They also discussed claims from Mid-Hudson Construction Management about construction delays to start parts of the renovation. This has been referred to the KPL's attorney. Andrew from Calgi will put together a timeline.

They also received a proposal from Landmark Flooring for the flooring for 55 Franklin. It will be ordered next year, but approving this purchase order now will lock in the price.

**Motion:** Joseph Braby, seconded by Andrea Gatzke, to accept the purchase order from Landmark Flooring in the amount of \$102,741.89. Discussion ensued. This flooring is *not* made from prison labor. Motion approved unanimously 8-0.

**COMMUNITY ENGAGEMENT COMMITTEE** – Gerry Harrington reported that the Community Engagement Committee met and discussed how they will work together based on what the community wants. Haley Downs shared that they seek to amplify the work the library is already doing. They will seek to meet and hear from community members and ask what a library is - beyond books. They also discussed the work of the Martin LaForse Scholarship. Sarah Wenk shared that the Library's Strategic Plan is good, but outdated (from 2019). An idea is that the Community Engagement Committee review this plan to determine next steps. The focus is on the community itself, not necessarily the library. The library's role can help fill what the community wants. Margie shared about a program called "Turning Outward." Ursula shared that the Friends could also be willing to help. Gerry also discussed ideas of what to do when the library moves back, such as a parade with banned books. They also discussed having a theme song as a Committee 😊

**STANDARDS AND DEVELOPMENT COMMITTEE** – Frances Cathryn reported that the Standards and Development Committee met on November 21, 2024, prior to this meeting. They discussed voting on the Whistle blower form.

**Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve Whistle Blower Form. Discussion ensued. This form could be for anyone (staff, patrons, etc). Motion approved unanimously 8-0.

They also discussed Patron conduct. They are clarifying the language, make it more accessible, etc. She will send the document to the board in a google drive for group edits.

**PRESIDENT'S REPORT** – Sarah Wenk reported that she attended construction meetings and meetings with the city to discuss the bond. She also attended trustee training and Director's evaluation. She completed the sexual harassment prevention training and reminded trustees to complete their training prior to the end of the year. Libraries are being audited for annual sexual harassment prevention training. Board members also need to complete a self-evaluation. She suggested a strategic plan revision for the Community Engagement Committee. She also discussed the impact of this presidential election on libraries and this library's values. She shared a statement.

**DIRECTOR'S REPORT** – Margie Menard expressed thanks to the board for her 20<sup>th</sup> anniversary party.

Margie attended the New York Library Association's annual conference in Syracuse in early November. She enjoyed connecting with colleagues and learning new ideas.

Margie shared about Trustee training requirements. Pre-recorded sessions are on the [Mid-Hudson Library System website](#) . Board members should notify and send Margie their certificates of completion. She also encouraged board members to sign up to receive the [MHLS weekly bulletin](#).

Margie also highlighted a new program at the library, All Abilities Adults, which will meet every other month on the fourth Wednesday of the month at 11am. This is an opportunity for adults with intellectual disabilities to come together and socialize while engaging in a planned activity.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** – The Ulster County Library Association has recently switched the calendar program that are used to print and lend the museum passes. She encouraged board members to try them.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**PUBLIC COMMENT BY TRUSTEES –**

- Addie Smock shared about Lunch and Learn at People’s Place and the Lieutenant Governor, Antonio Delgado, was there today. She talked about the Kingston Library to him.
- Margie shared that Ciobani is making shelf-stable milk only for food pantries and food insecure and emergency programs.
- Joe Braby shared that there was a section in Barnes and Noble on Civics and Current Events and History near each other. He found this interesting. Margie shared about the importance of displays.
- Gerry Harrington shared about “Movies with Spirit” on Saturday, December 14, 2024 – called *Beyond Utopia* -a documentary about people who escaped North Korea. It will be at Woodstock Reformed Church at 7pm.
- Ursula Inghem invited Board members to become Friends.

**EXECUTIVE SESSION** – None.

**AJOURNMENT: Motion:** Frances Cathryn, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:47 PM.

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

**RESOLUTIONS**

11-2024-1: **Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for November 21, 2024. Motion approved unanimously 8-0.

11-2024-2: **Motion:** Gerry Harrington, seconded by Joseph Braby to approve the minutes of the Reorganization BOT Meeting of October 17, 2024. Motion approved unanimously 8-0.

11-2024-3: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of October 17, 2024. Motion approved unanimously 8-0.

11-2024-4: **Motion:** Andrea Gatzke, seconded by Haley Downs, to approve the regular vouchers in the amount of \$566,976.63. Motion approved unanimously 8-0.

11-2024-5: **Motion:** Andrea Gatzke, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$18,116.24. Motion approved unanimously 8-0.

11-2024-6: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to accept donations in the amount of \$72.00. Motion approved unanimously 8-0.

11-2024-7: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve 2025 holiday schedule as outlined. Motion approved unanimously, 8-0.

11-2024-8: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve 2025 staff medical insurance contribution from \$909.00/month to \$975.00/month (for 5 employees who receive insurance through the library) and payment of \$450/month per employee receiving the buyout (for 2 employees). Motion approved unanimously, 8-0.

11-2024-9: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to ratify Change Order 1-019 in the amount of \$37,324.17 for injection grouting soil stabilization. Motion approved unanimously 8-0.

11-2024-10: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to accept the purchase order from Landmark Flooring in the amount of \$102,741.89. Motion approved unanimously 8-0.

11-2024-11: **Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve Whistle Blower Form. Motion approved unanimously 8-0.

11-2024-12: **Motion:** Frances Cathryn, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:47 PM.

**APPENDIX – Patron Conduct Policy – For First Read:**  
*See following page*

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

## A. Library Behavior (Patron Behavior/Code of Conduct) Policy

(Current version can be found here: <https://www.kingstonlibrary.org/policies-procedures/patron-conduct/>)

The Kingston Library is committed to creating an atmosphere where people of all ages may come to read, browse, do research, and study. This policy does not ban quiet conversations between library users and/or staff members. It is designed to create a safe atmosphere where visitors may use library materials and services without interruption. In order to maintain such an atmosphere, library users are not allowed to:

1. Drink or eat at the computers, and library users must throw away their own garbage.
2. Use or exchange tobacco, e-cigarettes (vaping), alcohol, or illegal substances.
3. Smoke inside the library, following New York State Public Health Law Section 1399-0. Smoking is also banned within the fenced area outside the library building, as marked by signs.
4. Enter the library without being fully dressed, including shoes and shirts.
5. Bring bicycles inside the library. Bicycle racks are available outside the library. The library is not responsible for damage or theft.
6. Roller blade or skate on library grounds.
7. Sell, advertise, petition, or solicit for contributions or support, except as authorized.
8. Break federal, state, and local laws, ordinances, and regulations is not allowed. Anyone found in violation of such will be reported to the proper authorities.
9. Disrupt the tranquil environment of the library. Disruptive behavior is anything that makes using the library impossible and keeps the staff from doing their jobs. Disruptive behavior includes but is not limited to the following:
  - a. Sexually or verbally harassing other users and staff.
  - b. Behaving inappropriately toward an unwilling person, including a child.
  - c. Shouting, running, or fighting.
  - d. Using profane, obscene, or offensive language at another person.
  - e. Using radios, smartphones, game consoles, etc. without earphones.
  - f. Misusing library property.
  - g. Sleeping or napping inside the library.
  - h. Interrupting other library users and staff due to extremely poor personal hygiene.