

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

**CALL TO ORDER** at 6:32 PM by Sarah Wenk, President

**ROLL CALL**

**Board Members in Attendance (8):**

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

**Board Members Absent (1):**

Joseph Braby

**Others Present:**

Margie Menard, Library Director  
Addie Smock, Assistant Director  
Suzanne Campise, Recording Secretary (attending remotely)

**DISTRIBUTION LIST**

Agenda, Board of Trustees (BOT) Meeting of December 19, 2024  
Minutes, Regular Board of Trustees (BOT) Meeting of November 21, 2024  
Minutes, Special Board Meeting of December 3, 2024  
Financial Highlights Report – December 13, 2024  
Balance Sheet – as of November 2024  
Budget v Actual Summary – November 2024  
Budget v Actual – November 2024  
Budget Modification 2024-6  
Voucher Report – for December 2024 Meeting  
Pre-Audit Voucher Report – for December 2024 Meeting  
Donation Activity – November 2024  
Executive Committee Report – Meeting of December 17, 2024  
MHCM - CO 1-021  
MHCM - CO 1-022  
Community Engagement Committee Report – Meeting of December 3, 2024  
Draft Patron Conduct Policy  
President's Report – December 19, 2024  
Director's Report – December 19, 2024  
Capital Checking Account Transactions – as of November 30, 2024

Operating Checking Account Transactions – as of November 30, 2024

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

**PUBLIC COMMENT** – None.

**APPROVAL OF REGULAR BOARD MEETING MINUTES NOVEMBER 21, 2024.**

**Motion:** Laura Brown, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of November 21, 2024. Motion approved unanimously 8-0.

**APPROVAL OF THE SPECIAL BOARD MEETING MINUTES DEEMBER 3, 2024.**

**Motion:** Ursula Inghem, seconded by Lisa Lerner, to approve the minutes of the Special BOT Meeting of December 3, 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 were sent to the board members in advance. There is one budget modification this month.

**Motion:** Laura Brown, seconded by Andrea Gatzke, to approve budget modification #2024-6, which transfers unused funds of \$3,000.00 from Adult Reference Books to Adult Programs. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$582,331.60. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$6,162.51. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$18.33. Motion approved unanimously 8-0.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)** – Gerry Harrington reported that he attended the Friends meeting. They discussed their year-end appeal, their successes over the past year, and that they would fund \$50 in gifts cards from Stewarts or Rough Draft for each staff person. They were unable to provide financials because the person involved is recovering from a fall. Gerry shared with the Friends the work that the Community Engagement Committee is doing and planning to do, and the hope of future collaboration together.

**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, December 17, 2024. They approved the agenda for the December 19, 2024 BOT

meeting, approved and signed vouchers. They also got the signature cards from the bank so that executive committee members can sign checks.

**OPERATIONS COMMITTEE** – Sarah Wenk reported on behalf of Joseph Braby. The Operations Committee met for a Special Meeting to discuss the following two change orders:

**Motion:** Sarah Wenk, seconded by Laura Brown, to ratify Change Order 1-021 for a deduction of \$27,910.17 to eliminate the lintel over the new circulation desk because anticipated masonry work is no longer needed. Motion approved unanimously 8-0.

**Motion:** Sarah Wenk, seconded by Lisa Lerner, to ratify Change Order 1-022 for an increase of \$4,946.45 to remove the elevator machine room and reconstruct the existing boiler pit which was found to be filled with rubble. Motion approved unanimously 8-0.

**COMMUNITY ENGAGEMENT COMMITTEE** – Gerry Harrington reported that the Community Engagement Committee (CEC) met on December 3, 2024. They discussed four major areas:

- 1) CEC's Purpose - Build community partnerships and coordinate with the FOKL.
- 2) Strategic plan - Meet with a consultant to help execute a strategic plan, which could, in part, be funded by and collaborated with the Friends. They will also design and complete listening sessions with staff and throughout the city to build trust and reach different demographics and populations, including Spanish speakers and faith leaders who can spread the message, with the goal to complete this by next year. Hayley will help design a workplan.
- 3) Renovation & relocation updates - Relocation back to 55 Franklin Street should occur by end of summer 2025. The CEC discussed a possible mural on Franklin Street with yellow books, requiring city approval.
- 4) the Martin LaForse Memorial Scholarship - the CEC suggested giving one scholarship with a larger amount, pending family permission, and to broadcast more widely at Kingston High School. They discussed creating a rubric and structure for evaluating. Ursula shared that the family has ultimate control over how the scholarship is spent.

**STANDARDS AND DEVELOPMENT COMMITTEE** – Frances Cathryn reported that the Standards and Development Committee met on December 19, 2024, prior to this meeting. They discussed the draft Patron Behavior/ Code of Conduct.

**Motion:** Frances Cathryn, seconded by Lisa Lerner, to approve the Library Behavior (Patron Behavior/ Code of Conduct) Policy. Laura, Frances and Ursula shared that information regarding unattended children and vulnerable adults will not be included in this policy but will be discussed in another policy to match the Mid-Hudson Library System. Motion approved unanimously 8-0.

The Standards and Development Committee will discuss unattended children, vulnerable adults and service animals next, followed by Personnel.

**PRESIDENT’S REPORT** – Sarah Wenk reported that she attended weekly construction progress meetings, meetings with the City of Kingston finance team and the Kingston Library’s attorney regarding the BAN/ bond insurance. It was decided that Kingston Library’s financing would be reissued as Bond Anticipation Notes in 2025. Permanent bond financing will likely happen in 2026 once the project is complete, and it is known exactly how much of the \$14 M voter approved financing has been spent. She also attended Friends meeting and had a phone conversation with Margie and a representative from the NY State retirement system, whom they will ask to present at a future BOT meeting. She reminded board members to complete the Sexual Harassment Prevention training and trustee trainings in the new year. Sarah also looked at the Strategic Plan and recommended it so that all board members can be equipped to support the CEC committee’s planning.

**DIRECTOR’S REPORT** – Margie Menard expressed thanks to the Friends of the Kingston Library for providing holiday gift cards to library staff. The full-time staff met with the furniture consultant regarding the furnishings of the renovated workspaces at Franklin St. This will enable comfort and functionality.

She also reported that Gerry Brown, the library’s medical insurance agent from Marshall and Sterling, met with eligible staff to get them signed up for medical insurance effective January 1, 2025.

Margie is taking off Monday, December 23 – January 1<sup>st</sup>.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** – The Ulster County Legislature has approved a final budget that includes funding for the 21 Ulster County libraries to support the various digital services that are provided through the Ulster County Library Association’s Info Portal: <https://uclib.org/all-resources/> These resources will be provided, so no cuts to budget will need to be made.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**PUBLIC COMMENT BY TRUSTEES** –

- Ursula shared chocolates.
- Frances shared that a friend recently had back surgery and went to the Qigong class at the library and really enjoyed it.
- Gerry shared that Movies with Spirit will resume in January.
- Hayley mentioned the collection box of menstrual products in the lobby from the Junior League and asked if it was associated with the club at Kingston High School, but Margie shared that it is not. Margie shared that free menstrual products will be available in every restroom in Franklin Street.

**EXECUTIVE SESSION** – None.

**AJOURNMENT: Motion:** Sarah Wenk, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:12 PM.

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

## **RESOLUTIONS**

12-2024-1: **Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for December 19, 2024. Motion approved unanimously 8-0.

12-2024-2: **Motion:** Laura Brown, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of November 21, 2024. Motion approved unanimously 8-0.

12-2024-3: **Motion:** Ursula Inghem, seconded by Lisa Lerner, to approve the minutes of the Special BOT Meeting of December 3, 2024. Motion approved unanimously 8-0.

12-2024-4: **Motion:** Laura Brown, seconded by Andrea Gatzke, to approve budget modification #2024-6, which transfers unused funds of \$3,000.00 from Adult Reference Books to Adult Programs. Motion approved unanimously 8-0.

12-2024-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$582,331.60. Motion approved unanimously 8-0.

12-2024-6: **Motion:** Laura Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$6,162.51. Motion approved unanimously 8-0.

12-2024-7: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$18.33. Motion approved unanimously 8-0.

12-2024-8: **Motion:** Sarah Wenk, seconded by Laura Brown, to ratify Change Order 1-021 for a deduction of \$27,910.17 to eliminate the lintel over the new circulation desk because anticipated masonry work is no longer needed. Motion approved unanimously 8-0.

12-2024-9: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to ratify Change Order 1-022 for an increase of \$4,946.45 to remove the elevator machine room and reconstruct the existing boiler pit which was found to be filled with rubble. Motion approved unanimously 8-0.

12-2024-10: **Motion:** Frances Cathryn, seconded by Lisa Lerner, to approve the Library Behavior (Patron Behavior/ Code of Conduct) Policy. Motion approved unanimously 8-0.

12-2024-11: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:12 PM.

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