

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JANUARY 16, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:35 PM by Ursula Inghem, Vice President

ROLL CALL

Board Members in Attendance (8; 6 in-person):

Sarah Wenk, President (attending remotely)

Ursula Inghem, Vice President

Laura Brown, Treasurer

Andrea Gatzke, Secretary

Joseph Braby (attending remotely)

Gerry Harrington

Frances Cathryn

Hayley Downs

Board Members Absent (1):

Lisa Lerner

Others Present:

Margie Menard, Library Director

Jeanne Edwards, Ward 4 Alderman and Liaison from Common Council to the Library

Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of January 16, 2025

Minutes, Regular Board of Trustees (BOT) Meeting of December 19, 2024

Financial Highlights Report – January 10, 2025

Balance Sheet – as of December 2024

Budget v Actual Summary – December 2024

Budget v Actual – December 2024

Budget Modification 2024-7

Budget Modification 2024-8

Voucher Report – for January 2025 Meeting

Pre-Audit Voucher Report – for January 2025 Meeting

Donation Activity – December 2024

Operations Committee Report – Meeting of January 10, 2025

MEHL CO #3 – four-inch conduit completed

MEHL CO # 4 – IT completed

MEHL CO #5 – elevator & condensate completed

MHCM CCD #2 HVAC Lintal

Community Engagement Committee Report – Meeting of January 7, 2025

Director's Report – January 16, 2025

Capital Checking Account Transactions – as of December 31, 2024

Operating Checking Account Transactions – as of December 31, 2024

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Gerry Harrington, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for January 16, 2025. Motion approved unanimously 6-0 (Only in-person votes are counted).

PUBLIC COMMENT – None.

APPROVAL OF REGULAR BOARD MEETING MINUTES DECEMBER 19, 2024.

Motion: Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of December 19, 2024. Motion approved unanimously 6-0.

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 are two budget modifications this month, #2024-7 and #2024-8.

Motion: Laura Brown, seconded by Andrea Gatzke, to approve budget modification #2024-7, which transfers unused funds of \$3,000.00 from Adult Books to Adult Programs. Discussion ensued regarding the amount. Margie clarified and corrected the typo written on the Financial Highlights document from \$5,000 to \$3,000. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Frances Cathryn, to approve budget modification #2024-8 which transfers funds of \$200.00 from Director's Medical Insurance to Director's Social Security. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Hayley Downs, to approve the regular vouchers in the amount of \$534,043.26. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$ 7,144.43. Motion approved unanimously 6-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$41.35. Motion approved unanimously 6-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington reported the Friends met on Tuesday, January 14, 2025, but he was unable to take notes. Ursula Inghem reported about their calendar, that they will be at the Kingston Farmers Market in August. They welcome back Peter, their treasurer, who has been recovering. There will be a Staff Appreciation day on April 8th. The Friends have also agreed to pay bus fare for folks traveling to Albany for Library Advocacy Days. Margie shared that they are looking for an alternative to their donation system. Margie shared that someone from the Maritime Museum asked to have a little library there, but there is also one nearby in Gallo Park. A suggestion will be made to have the Maritime Museum adopt that one.

COMMITTEE REPORTS – *Please see the distribution list and each committee report for more detailed information.*

EXECUTIVE COMMITTEE – Ursula Inghem reported that the Executive Committee met on Tuesday, January 14, 2025. They approved the agenda for the January 16, 2025 BOT meeting, approved and signed vouchers.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met and discussed three Change Orders (COs) from MEHL Electric and one Construction Change Directive (CCD) for Mid-Hudson Construction management.

- MEHL 05-003 in the amount of \$4,528.00 for underground installation of conduit from the utility pole into the building.
- MEHL 05-004 in the amount of \$80,050.00 for IT wiring and devices.
- MEHL 05-005 in the amount of \$18,616.00 for rerouting of wiring and panel for the elevator from the basement to the second floor. In addition, provide circuits and wiring to 19 condensate pumps where heat pump locations could not be gravity drained.
- MHCM CCD 01-002 in the Amount of \$24,444.93 for additional lintels and replacement of an inadequate wooden lintel. This is to allow work to proceed based on the experts on our team's best estimate of the time and materials needed to complete this work. Once work is completed, a Change Order will be submitted for payment of actual costs

Motion: Joseph Braby, seconded by Gerry Harrington, to ratify Change Order 5-003 from MEHL in the amount of \$4,528.00. By point of order, Margie shared that the Operations Committee has the authority to approve change orders of \$25,000 or less, and then the board ratifies it. Any change orders over \$25,000 need to be approved by the board. Motion approved unanimously 6-0.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Change Order 5-004 from MEHL in the amount of \$80,050.00. Motion approved unanimously 6-0.

Motion: Joseph Braby, seconded by Hayley Downs, to ratify Change Order 5-005 from MEHL in the amount of \$18,616.00. Motion approved unanimously 6-0.

Motion: Joseph Braby, seconded by Hayley Downs, to ratify Construction Change Directive 1-002 from MHCM in the amount of \$24,444.93. Margie shared that this Construction Change Directive is by the Construction Management for work that has to be completed before anything else can continue. The final change order will be based on the labor. It could be less or more. Motion approved unanimously 6-0.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on January 7, 2025. They discussed:

- Martin Laforse Scholarship – Gerry Harrington wrote to Jennifer O'Donnell to express the committee's enthusiasm and to ascertain how she would like to be involved. She

wants to be on the scholarship committee and to help with continuity in 2025. In 2026 she would like to step back. Jennifer suggestions include:

- that the committee learn from Ursula Inghem and Joseph Braby how this was done in the past.
 - Diversify the committee to better reflect the population of Kingston.
 - agreeing with the suggestion to remove the three teacher letters of recommendations.
 - wanting the applicants to present FASFA forms. Ursula mentioned this has been done in the past. The purpose would be to help decide if there is a tie.
 - seeking students who are interested in creativity and the arts. Students apply through the portal at Kingston High School. As of 2024, homeschool students who live in Kingston City School District are also eligible to apply.
 - Awareness of essays that appear to have AI influence.
- Strategic Planning, including:
 - Using a project management tool that Hayley drafted and that aligns with the Harwood Institute's "Turning Outward" process to guide the process over the last 12 months.
 - Hosting Community Conversations, with at least one in Spanish and involving at least one Spanish speaker from the community throughout the planning process.
 - Forming a separate Strategic Planning Task Force to oversee and conduct the strategic planning work.
 - Planning a mini retreat for the task force and board members at the library on Feb. 4, 2025 from 6:30 to 7:30 p.m.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on January 16, 2025, prior to this meeting. They discussed unattended children, vulnerable adults and service animals, which is in-progress.

PRESIDENT'S REPORT – None.

DIRECTOR'S REPORT – Margie Menard shared that Library Advocacy Day is on February 5, 2025 and provided links to register to attend and for the MHLS Advocacy Day Briefing on January 30 from 10-11:30am. She encouraged board members to attend.

She also shared about the Trustee Handbook Book Club on January 22 from 5-6:30pm by Rebekkah Smith Aldrich and Kevin Verbesey, Executive Director of the Suffolk Cooperative Library System and former chair of the NYLA Legislative Committee who will expound on the idea that libraries are non-partisan, but still political. This will count towards annual trustee education.

Margie was also contacted by David Held, a local artist who asked if the library would be interested in displaying his sculpture, [Language Lost](#). The sculpture depicts a stack of banned books locked in a large bird cage, a symbol of the importance of free expression and the right to read. The thought is to have David speak about his work and follow that with a program of local folks reading excerpts from banned/challenged books.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The next meeting of the Ulster County Library Association is Tuesday January 21st at 10:00 AM.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Gerry Harrington shared about *Movies with Spirit*. This month's movie is called "Alive Inside" about the power of music for people with dementia. It will be at Old Dutch Church – 272 Wall Street in Kingston - on Saturday, January 18, 2025 at 7pm.
- Andrea Gatzke shared that at Rosendale Theatre will do a triple feature this weekend on Studio Ghibli. She also shared that there will be a free gaming event at Cornell Creative Arts Center on Saturday, January 25, from 12-4pm.
- Joseph Braby shared that he is recovering from hip replacement. He is looking for someone to drive him to Manhattan next Thursday.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Gerry Harrington, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:38 PM.

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

RESOLUTIONS

*1-2025-1: **Motion:** Gerry Harrington, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for January 16, 2025. Motion approved unanimously 6-0.*

*1-2025-2: **Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of December 19, 2024. Motion approved unanimously 6-0.*

*1-2025-3: **Motion:** Laura Brown, seconded by Andrea Gatzke, to approve budget modification #2024-7, which transfers unused funds of \$3,000.00 from Adult Books to Adult Programs. Motion approved unanimously 6-0.*

*1-2025-4: **Motion:** Laura Brown, seconded by Frances Cathryn, to approve budget modification #2024-8 which transfers funds of \$200.00 from Director's Medical Insurance to Director's Social Security. Motion approved unanimously 6-0.*

*1-2025-5: **Motion:** Laura Brown, seconded by Hayley Downs, to approve the regular vouchers in the amount of \$534,043.26. Motion approved unanimously 6-0.*

*1-2025-6: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$ 7,144.43. Motion approved unanimously 6-0.*

*1-2025-7: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept donations in the amount of \$41.35. Motion approved unanimously 6-0.*

*1-2025-8: **Motion:** Joseph Braby, seconded by Gerry Harrington, to ratify Change Order 5-003 from MEHL in the amount of \$4,528.00. By point of order, Margie shared that the Operations Committee has the authority to approve change orders of \$25,000 or less, and then the board ratifies it. Any change orders over \$25,000 need to be approved by the board. Motion approved unanimously 6-0.*

*1-2025-9: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve Change Order 5-004 from MEHL in the amount of \$80,050.00. Motion approved unanimously 6-0.*

*1-2025-10: **Motion:** Joseph Braby, seconded by Hayley Downs, to ratify Change Order 5-005 from MEHL in the amount of \$18,616.00. Motion approved unanimously 6-0.*

*1-2025-11: **Motion:** Joseph Braby, seconded by Hayley Downs, to ratify Construction Change Directive 1-002 from MHCM in the amount of \$24,444.93. Margie shared that this Construction Change Directive is by the Construction Management for work that has to be completed before anything else can continue. The final change order will be based on the labor. It could be less or more. Motion approved unanimously 6-0.*

*1-2025-12: **Motion:** Gerry Harrington, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 6-0.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary