

**KINGSTON LIBRARY BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING FEBRUARY 20, 2025  
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; 8 *in-person*):**

Sarah Wenk, President  
Ursula Inghem, Vice President  
Laura Brown, Treasurer  
Andrea Gatzke, Secretary  
Gerry Harrington  
Frances Cathryn  
Lisa Lerner  
Hayley Downs  
Joseph Braby (attending remotely, joined at 6:57pm)

**Board Members Absent (0):**

**Others Present:**

Margie Menard, Library Director  
Addie Smock, Assistant Director  
Jeanne Edwards, Ward 4 Alderman and Liaison from Common Council to the Library  
Justin Wood, CPA of Nugent & Haessler P.C. (attending remotely)

**DISTRIBUTION LIST**

Agenda, Board of Trustees (BOT) Meeting of February 20, 2025  
Kingston Library District – Financial Statement – December 31, 2023  
Kingston Library District – Internal Control Letter – December 31, 2023  
Kingston Library District – Management Letter – December 31, 2023  
Minutes, Regular Board of Trustees (BOT) Meeting of January 16, 2025  
Financial Highlights Report – February 14, 2025  
Balance Sheet – as of January 2025  
Budget v Actual Summary – January 2025  
Budget v Actual – January 2025  
Voucher Report – for February 2025 Meeting  
Pre-Audit Voucher Report – for February 2025 Meeting  
Donation Activity – January 2025  
Executive Committee Report – Meeting of February 18, 2025  
Operations Committee Report – Meetings of January 21 & 28, 2025  
President's Report – February 20, 2025  
Director's Report – February 20, 2025  
Capital Checking Account Transactions – as of January 31, 2025  
Operating Checking Account Transactions – as of January 31, 2025

**APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for February 20, 2025. Motion approved unanimously 8-0.

**PRESENTATION OF 2023 AUDIT – JUSTIN B. WOOD, CPA, NUGENT & HAESSLER, P.C.** - Nugent and Haessler, P.C. have audited the financial statements of the Kingston Library District for the year ending December 31, 2023. This is Justin’s third year of a three-year contract working with the library. Justin Wood highlighted key points of the **Audit Report**:

- **Independent Auditor’s Report** (Page 1). The Kingston Library has received a clean report.
- **Schedule of Revenues Compared to Budget – General Fund** (Page 34). The results came in overbudget by \$52,371, which is due to Gifts and Donations and Use of Money and Property, which is related to additional interest generated.
- **Schedule of Expenditures compared to Budget – General Fund** (Page 35). Expenditures came in under budget by 178,361 (14.3%). The auditors look at Operational Maintenance of Building and the Library was under budget by 16.12%. This is an area where Library will want some “cushion,” especially since moving into an older rental building (61 Crown St), and anticipated repairs and utilities. The auditors also look at Employee Benefits, which came in under budget at 9.13%, which is within the ideal cushion of 5-10%. Increases in health insurance could cause changes from projected budget.
- **Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds** (Page 16). There are two funds: 1) the General Fund, and 2) Capital Projects. The General Fund had an excess of revenues by \$128,585, which resulted in the General Fund Balance of \$893,101 at the End of Year of 2023. The Capital Projects, on the other hand, is beyond a 12-month timeframe. There was an excess in the Capital Project Fund Balance of \$1,037,602, which has likely already been spent in 2024.
- **Balance Sheet – Governmental Funds** (Page 15). This reflects the Assets, Liabilities and Fund Balances. The Fund Balance has three categories: 1) Nonspendable, 2) Assigned, and 3) Unassigned. The Unassigned Fund balance is available for use. This amount is used as a measurement by the NY State Comptroller as to whether an organization is in “fiscal stress” (if it falls below 20% of following year’s budget). The Total Fund Balance of the General Fund (as a percentage of 2024 budget) is 66.73%. The Unassigned/available fund is at 55%. This indicates that the library has a very healthy fund balance.
- **Statement of New Position Governmental Activities** (Page 13). The Net Position combines the General and Capital Fund and includes all long-term assets and liabilities. The library has a Total Net Position of \$6,041,294.

Justin Wood reviewed the **Internal Control Letter**. There was a finding on Internal Control Purposes (which is a very common for an organization of this size) that proposes a segregation of duties – having a different person do different tasks, such as writing checks, signing checks, recording disbursements, and reconciling bank statements. While it is recommended these tasks be assigned to different employees, due to the limited number of employees, it may be impractical for the Kingston Library to comply.

Areas for improvement include having bank reconciliations done in a timelier manner.

Justin thanked Margie and Eileen. This is Justin’s last year in a three-year bid and welcomed the opportunity in the future.

Margie asked if it would be appropriate for the board to transfer a portion of the Operating budget from the General Fund into Capital Projects. Justin recommended this (without dropping below 25%) to avoid the need for additional financing and accruing debt from interest.

There is no mandated reporting or yearly audit, but it is needed for bonds and grants.

**PUBLIC COMMENT** – None.

**APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF JANUARY 16, 2025. Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of January 16, 2025. 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 are no budget modifications this month.

**Motion:** Laura Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$392,073.72. Discussion ensued. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$10,805.09. Motion approved unanimously 8-0.

**Motion:** Laura Brown, seconded by Frances Cathryn, to accept January donations in the amount of \$1,546.58. Motion approved unanimously 8-0.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)** – Gerry Harrington reported the Friends met. Margie shared floor plan images of what the new space will look like. The Friends will also be doing their own strategic planning, alongside the Community Engagement Committee (CEC). The CEC invited them to the March 4<sup>th</sup> session. They also discussed the Martin LaForse scholarship and the “Join or Die” documentary details. Margie discussed Library Advocacy Day. Heather Olson spoke about the Friends intention to get new software to manage donations, calendars, membership, event registration and reporting effectively. They voted to join the

Midtown Business Alliance. They also discussed the Little Free Library that was taken down at Forsyth Park by the playground due to vandalization. Books were moved to Parks and Recreation Department.

**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, February 18, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, discussed the 2024 Annual Report For Public And Association Libraries and the March 8<sup>th</sup> banned books event on Saturday at 2pm.

The Annual Report is a mandated report for NYS Department of Education. Margie prepares this report. It includes finances, program numbers, attendance, circulation numbers, interlibrary loans, and other statistics.

**Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the Annual Report For Public And Association Libraries–2024. Motion approved unanimously 8-0.

Discussion ensued around the reporting. A suggestion included sharing some statistics with the public. Margie noted that interlibrary loans are at a deficit, by 2 to 1, and she would prefer to have it more equal to have the catalog be more reflective of the needs of the community.

**OPERATIONS COMMITTEE** – Ursula Inghem reported that the Operations Committee met two times since last meeting, both hybrid.

On January 21, 2025, the Operations Committee met with Lisa Hayes (architect), Andrew Laidlaw (representative from Mid-Hudson Construction Management) and Kali Angel (Accent furniture representative) to establish a timeline. For example, they need to determine when the building can be accessed to take field measurements, when the sheet rock will be completed so that shelving can be ordered, and that would need 15-16 weeks before delivery.

On January 28, 2025, they met with Chris McDonald (attorney) to discuss difference in projected cost on submitted change orders with MHCM. The question is whether charges are categorized as Supervision or Overhead. There is also a question of delay claims. There is an increase of construction change “directives” as opposed to “orders” because work still needs to proceed.

**Motion:** Ursula Inghem, seconded by Hayley Downs, to approve Change Order 1-023 from MHCM for demolition of brick incinerator in the basement in the amount of \$964.06. Motion approved unanimously 8-0.

**Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve Construction Change Directive 1-003 from MHCM for demolition of an existing joist in the amount of \$2,259.49 (which includes a credit of \$1,148.00 for the work originally planned). Motion approved unanimously 8-0.

**COMMUNITY ENGAGEMENT COMMITTEE** – Gerry Harrington reported that the Community Engagement Committee (CEC) met on February 4, 2025. They discussed:

- Martin LaForse Scholarship –
  - They submitted the scholarship application to the Kingston High School. After the meeting, they agreed it would be for one student for \$2,000, and Jennifer agreed..
- Strategic Planning
  - Hayley facilitated an 80-minute planning retreat on February 4, 2025, with two community members including Rev. Eliacîn Rosario-Cruz from Holy Cross-Santa Cruz Episcopal Church.
  - They drafted a mission /vision statement for their work together.
  - The next meeting for the Strategic Planning committee will be on March 4<sup>th</sup> at 6:30pm, following the Community Engagement Meeting.
  - Gerry also reached out to Hudson Valley Pattern for Progress, who did a community outreach project, as well.
- *Join or Die* documentary about the importance of joining a club will be shown on Sunday, May 8<sup>th</sup> from 1-5pm at the Old Dutch Church. The church has waived the space rental fee, and NoVo helped off-set the screening fee.

**STANDARDS AND DEVELOPMENT COMMITTEE** – Frances Cathryn reported that the Standards and Development Committee met on February 20, 2025, prior to this meeting. Frances emailed a draft of the unattended children, vulnerable adults and service animals policy, which is also included in the appendix of these notes. Please submit changes and suggestions to Frances via the google drive. This policy will be voted on next month. They also discussed making a flyer on unattended children to be handed out at the 55 Franklin location.

**PRESIDENT’S REPORT** – Sarah Wenk reported that she attended weekly construction progress meetings and the two Operations Committee meetings.

**DIRECTOR’S REPORT** – Margie Menard shared that on Saturday, February 22, 2025, from 10-1pm, the library will be hosting a Braver Angels workshop on *Family and Politics* to learn how to preserve family bonds while staying true to one’s political beliefs.

On March 8<sup>th</sup> the library will hold a banned books program. It will begin with artist David Held presenting on his sculpture, “Language Lost,” followed by readings from frequently challenged or banned books by community members. She directed board members to the calendar and newsletter to spread the word.

Health Ohlson, President of the Friends of the Kingston Library, and Margie attended the Advocacy Day in Albany. She encouraged board members to make phone calls and to send emails in support of library funding. More information at <https://www.nyla.org/advocacy>.

Margie expressed thanks to Hayley, Gerry and Laura for their hard work on the strategic planning process.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** – The Ulster County Library Association will be adding passes to the Children’s Museum of Manhattan to the museum pass offerings as well as a digital subscription to U.S. Major Dailies which provides access to five of the highest circulating U.S. national and regional newspapers:

- *The New York Times*
- *Washington Post*
- *Los Angeles Times*
- *Chicago Tribune*
- *Wall Street Journal*

While these will provide stripped down access, they will provide full text of articles and will be accessible remotely for Ulster County library card holders.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

#### **PUBLIC COMMENT BY TRUSTEES**

- Ursula Inghem shared that elected members of the legislature can run for unpaid boards, such as the library, and the impact over the banned books conversation.
- Addie Smock shared that Rev. Eliacín Rosario-Cruz also attended the People’s Place Harambe Event.
- Gerry Harrington shared about “Movies with Spirit.” This month’s movie is called *Mud Bound* on Saturday, February 22, 2025, at New Progressive Baptist Church at 5pm.
- Andrea Gatzke shared that first Graphic Novel Book club went well. They will have another one on March 8<sup>th</sup> at 3pm at World End Comics.

**EXECUTIVE SESSION** – None.

**AJOURNMENT: Motion:** Ursula Inghem, seconded by Frances Cathryn, 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**

**2-2025-1: Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for February 20, 2025. Motion approved unanimously 8-0.

**2-2025-2: Motion:** Ursula Inghem, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of January 16, 2025. Motion approved unanimously 8-0.

**2-2025-3: Motion:** Laura Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$392,073.72. Discussion ensued. Motion approved unanimously 8-0.

2-2025-4: **Motion:** Laura Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$10,805.09. Motion approved unanimously 8-0.

2-2025-5: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept January donations in the amount of \$1,546.58. Motion approved unanimously 8-0.

2-2025-6: **Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the Annual Report For Public And Association Libraries–2024. Motion approved unanimously 8-0.

2-2025-7: **Motion:** Ursula Inghem, seconded by Hayley Downs, to approve Change Order 1-023 from MHCM for demolition of brick incinerator in the basement in the amount of \$964.06. Motion approved unanimously 8-0.

2-2025-8: **Motion:** Ursula Inghem, seconded by Gerry Harrington, to approve Construction Change Directive 1-003 from MHCM for demolition of an existing joist in the amount of \$2,259.49 (which includes a credit of \$1,148.00 for the work originally planned). Motion approved unanimously 8-0.

2-2025-9: **Motion:** Ursula Inghem, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:47 PM.

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

## **APPENDIX: Unattended Children, Vulnerable Adults, and Service Animals**

### **Unattended Children, Vulnerable Adults, and Service Animals**

#### Library Supervision Policies:

Introduction: Kingston Library strives to provide a warm, welcoming, and safe environment for all community members. The Library is particularly concerned for the safety of children and vulnerable adults in and around the Library. Staff cannot be expected to monitor or prevent children and vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

#### 1. Unattended Children

- a. Children seven (7) or younger must always be accompanied by a caregiver who is fourteen (14) years or older.
  1. Individuals between fourteen (14) and eighteen (18) may not have more than two children in their care.
  2. If children 7 or younger are anywhere in the Library building, including attending a program, the caregiver is expected to remain with them the entire time.
- b. Library staff cannot be responsible for unsupervised children in the Library. If a child is lost or unattended, staff will attempt to identify and locate the caregiver for the child. If staff cannot locate the caregiver, they will contact the appropriate authorities to report an unattended child.

c. If an unattended child is still at the Library at closing time, staff will allow the child to call home. If a caregiver has not picked up the child within 15 minutes after closing, the child will be left in the care of the proper authorities. Under no circumstances will staff transport children in a vehicle or accompany them home.

2. Vulnerable Adults

a. Defining Vulnerable Adults: Vulnerable adults are older than 18 years old, and mentally or physically challenged to a degree that significantly impairs their own care, their ability to manage their own behavior without assistance, and their ability to follow the Patron Conduct Policy of the Library.

b. A caregiver 18 or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

c. If a vulnerable adult is left unattended at the Library, staff will make every effort to contact a caregiver. If staff cannot locate a caregiver within 15 minutes, the adult will be left in the care of the proper authorities. Under no circumstances will staff transport a vulnerable adult in a vehicle or accompany them home.

3. Service Animals

a. In accordance with the Americans with Disabilities Act (ADA), the Library allows service animals inside the building.

b. The ADA defines a service animal as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

c. Animals that satisfy this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government, or any other entity.

d. If it is not obvious that an animal is a service animal, according to [Title 28 Section 36 of the Code of Federal Regulations](#), staff are allowed to ask, (1) if the animal is required because of a disability, and (2) what work the animal has been trained to perform.

e. The Library is allowed by federal and state law to exclude a service animal only if the animal is out of control or not housebroken and the handler does not control it.

f. Personal pets of any kind are not allowed inside the Library.