

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 20, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:31PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

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

Board Members Absent (2):

Joseph Braby
Laura Brown, Treasurer

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Lori Salotto, Guest - from Haverstraw King's Daughters Library, student at Long Island University for Library Administrators

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of March 20, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of February 20, 2025
Financial Highlights Report – March 14, 2025
Balance Sheet – as of February 2025
Budget v Actual Summary – February 2025
Budget v Actual – February 2025
Voucher Report – for March 2025 Meeting
Pre-Audit Voucher Report – for March 2025 Meeting
Donation Activity – February 2025
Executive Committee Report – Meeting of March 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: Gerry Harrington, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT)

meeting for March 20, 2025. Frances Cathryn added that there will be a vote of the Unattended Children, Vulnerable Adults and Service Animals Policy tonight, not a first reading. Motion approved unanimously 7-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 20, 2025. Motion: Gerry Harrington, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of February 20, 2025. Motion approved unanimously 7-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Andrea Gatzke 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: Andrea Gatzke, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$525,783.29. Motion approved unanimously 7-0.

Motion: Andrea Gatzke, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$21,889.60. Motion approved unanimously 7-0.

Motion: Andrea Gatzke, seconded by Ursula Inghem, to accept February donations in the amount of \$14.90. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington reported that the Friends had two meetings, an annual organizational meeting (to approve officers, media outlets, bank accounts, etc) and a regular meeting.

At the regular meeting, the Friends reported that: 1) their financials are in good shape, 2) They will join the Midtown Business Alliance, and 3) will do a demonstration of the Zeffy online fundraising platform. The Friends also have upcoming events that they will participate in:

1. Kingston Independent Comic Book Expo — April 12 at Old Dutch Church (Friends will purchase two ads).
2. Kingston Clean Sweep — May 3, focusing on Franklin Street
3. Make a Difference Day — likely in July.
4. National Library Week — April 6–12, celebrating the role of libraries and librarians in strengthening communities.
5. Kingston Farmers Market — Aug. 9.

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, March 18, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, and discussed state and federal level advocacy.

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

On February 28, 2025, the Operations Committee met with Lisa Hayes and Kali Angel (Accent furniture representative) to confirm final interior paint colors and trim detail.

On March 17, 2025, they met with Mary Devitt, Lisa Hayes and Andrew Laidlaw at 55 Franklin. They discussed the trim colors for the addition and portico, and roof trims. There are two Change Orders and one Construction Change Directive.

Motion: Ursula Inghem, seconded by Hayley Downs, to approve Change Order 1-024 from MHCM for higher cost of ceiling tiles in the amount of \$2,225.60. Motion approved unanimously 7-0.

Motion: Ursula Inghem, seconded by Frances Cathryn, to approve Construction Change Directive 1-004 from MHCM for additional spray foam insulation under stairs in the amount of \$10,884.96. Motion approved unanimously 7-0.

Motion: Ursula Inghem, seconded by Lisa Lerner, to approve Change Order 04-002 from DJ Heating and Cooling for pumps for new heating system in the amount of \$1,361.00. Discussion ensued. Motion approved unanimously 7-0.

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

- *Join or Die* documentary screening at the Old Dutch Church on Sunday, May 18th beginning at 1pm. It will be followed by a discussion and tabling session with local clubs and organizations.
- Strategic Planning - Kate Stryker and Elka Gotfryd from Hudson Valley Pattern for Progress presented findings from their “Midtown Thriving” strategic planning study. Their research into Midtown community priorities will inform this Committees “Turning Outward” strategic planning efforts.

Margie encouraged board members to attend at the May 18th event.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on March 20, 2025, prior to this meeting. They discussed the Unattended Children, Vulnerable Adults and Service Animals policy. A change was made to include the definition of “service” and “support” animals from the Americans with Disabilities Act (ADA).

Motion: Frances Cathryn, seconded by Hayley Downs, to approve the Unattended Children, Vulnerable Adults, and Service Animals policy. Motion approved unanimously 7-0.

PRESIDENT’S REPORT – Sarah Wenk reported that she participated in the March 8th Banned Books event as a reader, attended construction meetings, met with the architect to look at paint colors. She also publicized cuts to the Institute for Museum and Library Studies (IMLS) and read a statement from the new head of the IMLS. Sarah also called government representatives and encouraged others to do so.

Margie added that the public turn to libraries for support, such as assistance with Social Security help. The Mid-Hudson Library System (MHLS) is funded from IMLS, and the Kingston Library is dependent on the MHLS for resources and support. Funding cuts at the top affect all other levels.

DIRECTOR’S REPORT – Margie Menard expressed thanks to all who advocated for library funding at the state and federal levels.

Margie will be meeting with Hugh Reynolds with Sarah Wenk to provide him an update on the renovations at 55 Franklin. They will also be joining him and Mario Catalano on the “Mario and Me” radio show on WGHQ on Friday, March 28, 2025.

Staff are planning for summer reading program on the theme: “Color Our World.”

Susan Ragusa and Margie completed their first program under Hudson Valley Free People Read Freely as an affiliate group of the Right to Read Network. She thanked all who came out in support of the program, and the Friends of Kingston Library who sponsored the event and provided all the refreshments. She welcomed ideas for future events.

Margie shared a flyer for an up-coming in-person MHLS Trustee training session on June 16th: Legal Basics for Library Trustees presented by Rebekkah Smith Aldrich at the Esopus Library. She encouraged all to attend to meet other trustees.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – There are a few new Directors in Ulster County Libraries:

- Crystal Middleton at Elting Library
- Shannon Powell is at Hurley Library
- Gabrielle Esposito is at Stone Ridge Library
- Lindsay Jankovitz at Marlboro Free Library

Margie expressed that while she will miss her former colleagues, she is excited to be connecting with these new directors.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Andrea Gatzke shared that Kingston Comics second annual Independent Comics Expo will be on April 12th. Tickets are available online. Also on April 12th is the Graphic Novel Book Club at World End Comics.
- Frances Cathryn shared that she went to the Ranch Rodeo event (a ranch dressing taste-test) at the library and enjoyed it.
- Hayley Downs shared that *On Tyranny* has a graphic novel version.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Gerry Harrington, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:20 PM.

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

RESOLUTIONS

3-2025-1: **Motion:** Gerry Harrington, seconded by Andrea Gatzke, to approve the agenda for the Board of Trustees (BOT) meeting for March 20, 2025, with the addition to vote on the Unattended Children, Vulnerable Adults and Service Animals Policy tonight (not a first reading). Motion approved unanimously 7-0.

3-2025-2: **Motion:** Gerry Harrington, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of February 20, 2025. Motion approved unanimously 7-0.

3-2025-3: **Motion:** Andrea Gatzke, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$525,783.29. Motion approved unanimously 7-0.

3-2025-4: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$21,889.60. Motion approved unanimously 7-0.

3-2025-5: **Motion:** Andrea Gatzke, seconded by Ursula Inghem, to accept February donations in the amount of \$14.90. Motion approved unanimously 7-0.

3-2025-6: **Motion:** Ursula Inghem, seconded by Hayley Downs, to approve Change Order 1-024 from MHCM for higher cost of ceiling tiles in the amount of \$2,225.60. Motion approved unanimously 7-0.

3-2025-7: **Motion:** Ursula Inghem, seconded by Frances Cathryn, to approve Construction Change Directive 1-004 from MHCM for additional spray foam insulation under stairs in the amount of \$10,884.96. Motion approved unanimously 7-0.

3-2025-8: **Motion:** Ursula Inghem, seconded by Lisa Lerner, to approve Change Order 04-002 from DJ Heating and Cooling for pumps for new heating system in the amount of \$1,361.00. Discussion ensued. Motion approved unanimously 7-0.

3-2025-9: **Motion:** Frances Cathryn, seconded by Hayley Downs, to approve the Unattended Children, Vulnerable Adults and Service Animals policy. Motion approved unanimously 7-0.

3-2025-10: **Motion:** Gerry Harrington, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:20 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary