

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING APRIL 17, 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 (8):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Gerry Harrington (departed at 7:01pm)
Lisa Lerner
Hayley Downs
Joseph Braby
Frances Cathryn

Board Members Absent (1):

Andrea Gatzke, Secretary

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of April 17, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of March 20, 2025
Financial Highlights Report – April 11, 2025
Balance Sheet – as of March 2025
Budget v Actual Summary – March 2025
Budget v Actual – March 2025
Voucher Report – for April 2025 Meeting
Pre-Audit Voucher Report – for April 2025 Meeting
Donation Activity – March 2025
Executive Committee Report – Meeting of April 15, 2025
Operations Committee Report – Meetings of March 26, 2025, April 2, 2025, April 3, 2025 & April 11, 2025
Community Engagement Committee – Meeting of April 1, 2025
Join or Die Work Plan – Event Report
President's Report – April 17, 2025
Director's Report – April 17, 2025
Capital Checking Account Transactions – as of March 31, 2025
Operating Checking Account Transactions – as of March 31, 2025

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 April 17, 2025. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF MARCH 20, 2025. Motion: Lisa Lerner, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of March 20, 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 is one budget modification this month.

Motion: Laura Brown, seconded by Gerry Harrington, to approve the budget modification #2025-1 to transfer funds from Building Repairs to Utilities in the amount of \$4,000.00. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Frances Cathryn, to approve the regular vouchers in the amount of \$516,330.62. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$9,748.77. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Hayley Downs, to accept March donations in the amount of \$1,870.10. Motion approved unanimously 8-0.

Gerry Harrington gave an update on the **Community Engagement Committee** (full report in the Committee Reports section below), followed by the Friends report, and then departed the meeting at 7:01pm.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington reported on the April 8, 2025 Friends meeting. Their financials are in good shape (\$73,300 in the account). They are seeking volunteers with administrative, social media and other skills to help support its efforts. Margie Menard agreed to take over the permit renewal process. Heather Ohlson attended an event on April 9, 2025 to thank the Kingston Rotary Club for a \$550 grant to fund the development of a mini mobile free library.

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, April 15, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, and discussed the transfer of funds into the Capital Account.

Motion: Sarah Went, seconded by Laura Brown, to move funds from Operating Reserve to Capital Reserve in the amount of \$300,000.00. This will provide more funds for the renovation. Motion approved unanimously 7-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met four times since last meeting.

March 26, 2025 - Margie Menard, Joe Braby, Ursula Inghem, and Sarah Wenk met at 61 Crown Street to review the most recent financial spreadsheet from Calgi.

April 2, 2025, by Zoom. Present were Margie Menard, Joe Braby, Sarah Wenk, Ursula Inghem, and attorneys Chris McDonald, and Robert Schofield. This was an update to previous consultations. The summary was that we continue as we have been. No immediate changes are needed.

April 3, 2025 at Accent Furniture in Albany. Present were Margie Menard, Sarah Wenk, Ursula Inghem, Lisa Hayes architect, Kali Angel Church and Kim from Accent furniture. We discussed options for the lounge furniture. These are the pieces softer chairs etc. We narrowed down fabric samples from hundreds of choices to roughly 25-30 possible samples.

April 11, 2025 at Accent Furniture in Albany. Present were Sarah Wenk, Margie Menard, Ursula Inghem, Lisa Hayes and Kali Angel Church. We finalized fabric choices and chose where each fabric would be used.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on April 1, 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. They are working to expand the variety of groups represented beyond arts and culture. Gerry will prepare a news release, and will share at the Kingston Rotary Club on April 16th. Gerry added that the Rotary club would like the Kingston Library to be a part of it. Hayley shared the Event Report document outlining the clubs and organizations already participating, and welcomed suggestions and introductions to other groups.
- Strategic Planning – They are finalizing locations for the Community Conversations to learn more residents' challenges, aspiration and how they envision their community.
- LaForse Scholarship – Of the 11 applications received, three contained essays related to books or the library. Gerry outlined the review process, which includes Margie emailing anonymized essays to panelist for individual review, followed by group discussion and selection by panel members. Panel members include: the Chair, Community Engagement Committee, two library trustees, one staff member, Jennifer O'Donnell or a community member. Lisa Lerner and Hayley Downs offered to be the trustee members on the panel.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on April 17, 2025, prior to this meeting. They discussed Confidentiality.

PRESIDENT’S REPORT – Sarah Wenk reported that she and Margie were on the radio with Hugh Reynolds and Mario Catalano. She toured Franklin St. with Hugh Reynolds. She took two trips to Albany to choose finishings for 55 Franklin St. She attended weekly constructions meetings and meetings with attorneys. She reminded Board members about the board elections and that petitions can be picked up on 7/22 and due on 8/18. Twenty-five signatures are needed. Laura Brown, Lisa Lerner and Gerry Harrington are up for re-election.

DIRECTOR’S REPORT – Margie Menard shared a renovation update at a meeting with Hugh Reynolds, Sarah Wenk and Andrew Laidlaw. They all also joined Mario Catalano on the Mario & Me radio show. Margie participated in meetings to select finishes and fabrics for the furnishings at 55 Franklin.

Margie expressed thanks to Hayley Downs and Gerry Harrington for their work on organizing the *Join or Die* documentary screening event for May 18th. Margie has been working with Susan Ragusa and the Hudson Valley Free People Read Freely affiliate of the Right to Read Network (RRN) to share updates and support. There will be upcoming tabling and community outreach events that board members can participate in.

Margie also shared about the upcoming tax levy vote and Trustee election scheduled for Tuesday, September 16th and asked board members to consider re-election. She expressed gratitude for this group.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The U. S. Major Dailies newspaper database is now live and available from the Kingston Library website both in the library and remotely. This resource includes five major daily newspapers: *The New York Times*, *Washington Post*, *The Wall Street Journal*, *Los Angeles Times* and the *Chicago Tribune*. The only database to provide recent years of the *LA Times* and *Chicago Tribune*. Titles can be searched individually or collectively.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Frances Cathryn shared that she was accepted into the PhD program for Art History at Columbia University, starting in September. She will be attending full-time. She hopes to stay on the board, depending on her class schedule.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Lisa Lerner, seconded by Hayley Downs, 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

4-2025-1: Motion: Gerry Harrington, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for April 17, 2025. Motion approved unanimously 8-0.

4-2025-2: Motion: Lisa Lerner, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of March 20, 2025. Motion approved unanimously 8-0.

4-2025-3: Motion: Laura Brown, seconded by Gerry Harrington, to approve the budget modification #2025-1 to transfer funds from Building Repairs to Utilities in the amount of \$4,000.00. Motion approved unanimously 8-0.

4-2025-4: Motion: Laura Brown, seconded by Frances Cathryn, to approve the regular vouchers in the amount of \$516,330.62. Motion approved unanimously 8-0.

4-2025-5: Motion: Laura Brown, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$9,748.77. Motion approved unanimously 8-0.

4-2025-6: Motion: Laura Brown, seconded by Hayley Downs, to accept February donations in the amount of \$1,870.10. Motion approved unanimously 8-0.

4-2025-7: Motion: Sarah Went, seconded by Laura Brown, to move funds from Operating Reserve to Capital Reserve in the amount of \$300,000.00. Motion approved unanimously 7-0.

4-2025-8: Motion: Lisa Lerner, seconded by Hayley Downs, to adjourn. Motion approved unanimously 7-0.

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