

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MAY 15, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:30PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (8):

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

Board Members Absent (1):

Lisa Lerner

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of May 15, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of April 17, 2025
Financial Highlights Report – May 9, 2025
Balance Sheet – as of April 2025
Budget v Actual Summary – April 2025
Budget v Actual – April 2025
Voucher Report – for May 2025 Meeting
Pre-Audit Voucher Report – for May 2025 Meeting
Donation Activity – April 2025
Executive Committee Report – Meeting of May 13, 2025
Operations Committee Report - none
Community Engagement Committee – Meeting of May 6, 2025 – *verbal report*
President's Report – May 15, 2025
Director's Report – May 15, 2025
Capital Checking Account Transactions – as of April 30, 2025
Operating Checking Account Transactions – as of April 30, 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 May 15, 2025. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF APRIL

17,2025. Motion: Hayley Downs, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of April 17, 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 #2025-2 to transfer funds from Contingency to Utilities in the amount of \$10,000. The approved budget was for only one building and there are utility expenses at both, plus there was a water leak at Crown Street two months ago. The landlord was notified. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$447,815.49. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$13,915.57. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Frances Cathryn, to accept April donations in the amount of \$19.35. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington gave a verbal report on the Friends meeting. They visited the Franklin St building last week and are looking forward to the new space. They will provide food and drinks at this Sunday, May 18th *Join or Die* event at Old Dutch Church. They are looking for people to help staff from 12:30pm through the fair (3-5pm) to help facilitate. The Friends will also provide food and staffing for Radio Kingston's free community BBQ from 12-2pm on Friday, May 23rd, and cleanup afterwards. The Friends are looking for short submissions for the July newsletter about books or library pieces. They are looking for people to make (and transport) little 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, May 13, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, and discussed the first draft of the 2026 Operating Budget (included) and tax levy. The board will need to approve the budget in July. Sarah Wenk shared that she and Andrea are in the early stages of comparing salaries with other libraries and nonprofits. As of now, the staff salaries at the Kingston library are less than others. They hope to prioritize salary increases for staff in the 2027 budget.

A motion was made and retracted. Discussion ensued.

Motion: Gerry Harrington, seconded by Ursula Inghem, that the board will make it a high priority to increase the staff salaries more than the usual increase of 6% for the 2027-2028 budget year. Motion approved unanimously 8-0.

Margie presented the first draft of the 2026 budget and the board asked questions.

OPERATIONS COMMITTEE – There is no Operations report this month.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on May 6, 2025. They discussed:

- The *Join or Die* documentary screening and organizational fair will take place this Sunday, May 18th beginning at 1pm. Hayley Downs shared that they have 30 organizations participating. They will have discussion questions at their table. There are 155 tickets already registered, with more people planning to show up.
- Strategic Planning group – The group voted on the organizations they want to approach for Community Conversations. The first meeting will be at the library for staff, trustees, and Friends of the Kingston Library.
- LaForse Scholarship – The panel has voted and chose a winner, Sasha Chun, who will be notified. The Board is invited to go to the June 2nd presentation of scholarships at the Kingston High School at 6pm. Gerry thanked those involved.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on May 15, 2025, prior to this meeting. They discussed the Patron Confidentiality policy, which has been shared with the board via email to gather edits. Next month there will be a first read, with a vote in July.

PRESIDENT'S REPORT – Sarah Wenk reported that she and Margie joined Neil Bender and his team for lunch to check in. She toured 55 Franklin St. with trustees and staff and attended weekly Construction meetings, and Strategic Planning meetings. She reminded trustees about this year's September 16th Board elections (petition pick up 7/22, due on 8/18). Gerry, Laura and Lisa are up for re-election.

DIRECTOR'S REPORT – Margie Menard expressed her thanks to Hayley and Gerry for organizing the *Join or Die* screening this Sunday. She and Sarah met with Neil Bender who is open to discussing the possibility of the library having a reading room-type space uptown.

Margie participated in a panel discussion with other MHLS library directors to share her experience with how the Kingston Library lead-up to the bond vote in September 2022.

She is continuing to work with Susan Ragusa with the Hudson Valley Free People Read Freely affiliate of the Right to Read Network. We met with Richard Heyl DeOrtiz and Charlie Solidum

to plan an LGBTQ+ theme specific banned books event. The event will be Saturday, June 28th from 5:00 to 7:00 PM.

The KPL began its outreach at the City of Kingston Earth Fair on Saturday, May 10, 2025, in the Rondout. Future outreach events include tabling at the Health and Wellness Jam this Saturday at the YMCA. The Library will also support the block party being organized by Redeemer and Trinity Lutheran Churches on Saturday June 7th with lawn games. The Friends of Kingston Library will be partnering with Radio Kingston for the first community lunch at Radio Park next Friday, May 23rd from 10:00 AM to 3:00 PM.

Mid-Hudson Library System set up customized apps for each library, which can now be downloaded.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The US Major Daily Newspapers are up and running. Margie encouraged the board make use of this new resource. UCLA had bookmarks printed up which are available at the circulation desk if you want to take a few to share out.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Gerry Harrington shared about “Movies with Spirit” – This Saturday, May 17, 2025 at 7pm at Immanuel Lutheran Church, 22 Livingston St. in Kingston. This month’s title is *Driveways*, which was shot in the Hudson Valley.
- Laura Brown reminded the board about the Kingston School District elections and budget vote on Tuesday, May 20, 2025. There are three candidates.
- Ursula Inghem shared about her experience on the LaForse scholarship, and congratulated Gerry and the panel for the smoothness of this year’s process.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Gerry Harrington, 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

*5-2025-1: **Motion:** Ursula Inghem seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for May 15, 2025. Motion approved unanimously 8-0.*

5-2025-2: **Motion:** Hayley Downs, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of April 17, 2025. Motion approved unanimously 8-0.

5-2025-3: **Motion:** Laura Brown, seconded by Gerry Harrington to approve the budget modification #2025-2 to transfer funds from Contingency to Utilities in the amount of \$10,000. The approved budget was for only one building and there are utility expenses at both, plus there was a water leak at Crown Street two months ago. The landlord was also notified. Motion approved unanimously 8-0.

5-2025-4: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$447,815.49. Motion approved unanimously 8-0.

5-2025-5: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$13,915.57. Motion approved unanimously 8-0.

5-2025-6: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept April donations in the amount of \$19.35. Motion approved unanimously 8-0.

5-2025-7: **Motion:** Gerry Harrington, seconded by Ursula Inghem, that the board will make it a high priority to increase the staff salaries more than the usual increases (6%) for 2027-2028 budget year. Motion approved unanimously 8-0.

5-2025-8: **Motion:** Ursula Inghem, seconded by Gerry Harrington, 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