

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JUNE 18, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401
6:30pm**

Prior to the board meeting, the board met with Sasha Chun, 2025 recipient of the Martin Laforse Scholarship, for a brief reception. Sasha read her application essay.

CALL TO ORDER at 6:32PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (9: 7 voting members):

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

Board Members Absent (0):

Others Present:

Margie Menard, Library Director

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of June 18, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of May 15, 2025
Financial Highlights Report – June 11, 2025
Balance Sheet – as of May 2025
Budget v Actual Summary – May 2025
Budget v Actual – May 2025
Voucher Report – for June 2025 Meeting
Pre-Audit Voucher Report – for June 2025 Meeting
Donation Activity – May 2025
Executive Committee Report – Meeting of June 17, 2025
2026 Working Budget with Comp (second draft)
Operations Committee Report – Meetings of June 2 & June 12, 2025
DJ Heating and Air Conditioning Change Order 4-003
KL MHCM CCD 1-005
KL MHCM CCD 1-006
KL MHCM CCD 1-007
BRM Contract Amendment

Second Amendment to Lease
FoKL and Community Engagement Committee
Patron Confidentiality
President's Report – June 18, 2025
Director's Report – June 18, 2025
Capital Checking Account Transactions – as of May 31, 2025
Operating Checking Account Transactions – as of May 31, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Andrea Gatzke, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for June 18, 2025. Motion approved unanimously 7-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF MAY 15, 2025.

Motion: Hayley Downs, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of May 15, 2025. Two corrections were made to the minutes, updating the Friends verbal report and correcting spelling to Laforse. Motion approved unanimously 7-0.

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 \$455,505.87. Motion approved unanimously 7-0.

Motion: Laura Brown, seconded by Frances Cathryn, to accept the pre-audit vouchers in the amount of \$40,785.43. Motion approved unanimously 7-0.

Motion: Laura Brown, seconded by Gerry Harrington, to accept May donations in the amount of \$362.97. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington reported on the Friends meeting. The Laforse scholarship was awarded to Sasha Chun. Gerry thanked the Friends for its support of the “Join or Die” event, from providing and serving amazing food and beverages to staffing a separate table about the Friends. The library’s first listening session of Strategic Planning is June 25 from 5-7. Gerry introduced the early concept of a “Dog Stick Library like a “Little Free Library” but for dogs. (“Take a Stick, Leave a Stick”). The Friends expressed interest in providing financial support if needed. The Friends is finalizing details to renew its postage It is also seeking brief articles for its July newsletter. The submission deadline is this week.

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 second draft of the 2026 Operating Budget and tax levy. Margie clarified that the public votes on the tax levy, not on the line items of the budget.

Motion: Sarah Wenk, seconded by Laura Brown, to approve the second draft of the 2026 Operating Budget. Motion approved unanimously 7-0.

OPERATIONS COMMITTEE – Sarah Wenk reported that the Operations Committee met twice. On May 19, 2025, the discussed three Construction Change Directives for Mid-Hudson Construction Management and approved them to proceed.

Motion: Sarah Wenk, seconded by Gerry Harrington, to ratify CCD 1-005 for metal stud and drywall revisions in the amount of \$13,879.67. Motion approved unanimously 7-0.

Motion: Sarah Wenk, seconded by Hayley Downs, to ratify CCD 1-006 for masonry repairs and revisions resulting from hidden conditions in the amount of \$11,162.02. Motion approved unanimously 7-0.

Motion: Sarah Wenk, seconded by Andrea Gatzke, to ratify CCD 1-007 for additional drywall needed to raise ceiling height in the amount of \$5,905.49. Motion approved unanimously 7-0.

On June 11, 2025 they met to approve the proposed change order 4-003 for DJ Heating and Air Conditioning, Inc.

Motion: Sarah Wenk, seconded by Gerry Harrington, to ratify change order 4-003 to revise geothermal hydronic piping from overhead to underground due to height constraints in the amount of \$14,810.40. Motion approved unanimously 7-0.

They also reviewed a second amendment to our lease for 61 Crown St. for a term of six months. This lease will expire on December 31, 2025. The rent will remain the same.

Motion: Sarah Wenk, seconded by Gerry Harrington, to accept second amendment to lease agreement to extend until December 31, 2025. Motion approved unanimously 7-0.

They also discussed an amendment to our contract with Butler Rowland Mays. This amendment extends the contract time frame to December 31, 2025. Billing for this extension will be invoiced against the initial \$80,000 contract retainer from 2022.

Motion: Sarah Wenk, seconded by Laura Brown, to accept Butler Rowland Mays contract amendment by 14 months to a new Substantial Completion Date of December 31, 2025 in the amount of \$80,000.00. Motion approved unanimously 7-0.

Joseph Braby added that all these change orders are vetted by construction manager and then the architect prior to board review.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on June 3, 2025. They discussed:

- **LAFORSE SCHOLARSHIP:** Gerry and Ravin Williams of Place Corps presented the scholarship notification letter to Sasha Chun, who expressed heartfelt gratitude. The committee is considering a milestone-year project, reconnecting with past scholarship recipients for a “Where Are They Now?” feature.
- **STRATEGIC PLANNING:** The committee’s first listening session is scheduled for 5 to 7 p.m. on June 25, a week from today. Please RSVP. The minimum attendance goal is 8.
- **“JOIN OR DIE” FOLLOW-UP:** Hayley is in touch with Tony Marmo and others to explore follow-up activities. Options discussed so far include a screening elsewhere or a panel discussion on civic engagement.
- **DOG STICK LIBRARY:** The committee discussed the Little Free Library but for dogs. Margie suggested a partnership with an organization such as the Ulster County SPCA. Contacts were suggested.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on June 18, 2025, prior to the scholarship presentation. They discussed the Patron Confidentiality policy, which has been shared with the board via email. There were no changes.

A motion was made and seconded. Discussion ensued around prior authorization from the cardholder. The motion was amended.

Motion: Frances Cathryn, seconded by Gerry Harrington, to approve the Patron Confidentiality policy with the added sentence, “Even if another person is authorized to use another person’s card, they still do not have access to that person’s records.” Motion approved unanimously 7-0.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended weekly construction meetings at 55 Franklin Street and met twice with the Operations Committee. She reminded board members about:

- MHLS Advocacy Briefing Wednesday June 25th @ 4:00pm
- Kingston Library strategic planning listening session Wednesday June 25th 5:00 PM – 7:00 PM
- Participate in the MHLS Road Trip! Between June 6th and October 18th, you’re invited to visit as many MHLS Member Library locations as you can – learn about the different programs and services each library offers to its community and earn souvenirs along the way! Maps are available at the circulation desk.
- September 16th Board elections (petition pick up 7/22, due on 8/18)

She also shared that Summer Reading is coming up!

DIRECTOR’S REPORT – Margie Menard expressed her thanks to Gerry Harrington for modeling the Martin Laforse Memorial Scholarship and for creating a model to follow in future years.

She thanked Marylou Decker, Allie Scileppi, Erin Loughran, and Alex Ferguson for joining Trinity Lutheran's Community Block Party on June 7th for outreach. Even though it was pouring, they had a great time. They shared information about the library and debuted lawn games that we've added to our Library of Things Collection that are available for the community to borrow.

She is continuing to work with Susan Ragusa with the Hudson Valley Free People Read Freely affiliate of the Right to Read Network. Please be reminded that we'll be partnering with the Hudson Valley LGBTQ+ Community Center for an LGBTQ+ theme specific banned books event. The event will be Saturday, June 28th from 5:00 to 7:00 PM at the Center. The Friends of Kingston Library are generously providing refreshments.

She encouraged board members to download the MHLS app, which is customized for each library.

She encouraged board members to RSVP to the strategic planning listening session on Wednesday June 25th at 5:00 PM. This is an opportunity to give folks close to the library an opportunity to participate in the process as well as giving the committee an opportunity to try out the process for the first time.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Save the date: The Ulster County Library Association annual meeting is scheduled for Tuesday September 9th at the Front Street Tavern. The cost is \$50.00 per person and the speaker this year will be New York Library Association Executive Director, Annalee Dragon.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Gerry Harrington shared about "Movies with Spirit" – This Saturday, June 21, 2025 at 7pm at Vivekananda Retreat, Ridgely, 101 Leggett Road in Stone Ridge. This month's title is *Oceans of Pearls*.
- Andrea Gatzke shared that Word End Comics is doing a Graphic Novel Book Club, pride version. There are reading three banned books. Saturday, June 21, 2025 at 3pm.
- Hayley Downs shared that her organization, TMI Project, has an upcoming event on Thursday, July 17, 2025, "Stories for Freedom" at the Senate Garage. Cohort leaders will share their stories. Free (with suggested donation) starting at 6pm. Performances at 7pm.
- Frances Cathryn shared that The Forge Project is doing a Meadow work days on Saturday, June 21, 2025. Help weed and share in dinner, starting at 4pm. On July 19th, there will be an Open House between 1-5pm.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Frances Cathryn, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 7-0. 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

6-2025-1: **Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for June 18, 2025. Motion approved unanimously 7-0.

6-2025-2: **Motion:** Hayley Downs, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of May 15, 2025. Two corrections were made to the minutes, updating the Friends verbal report and correcting spelling to Laforse. Motion approved unanimously 7-0.

6-2025-3: **Motion:** Laura Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$455,505.87. Motion approved unanimously 7-0.

6-2025-4: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept the pre-audit vouchers in the amount of \$40,785.43. Motion approved unanimously 7-0.

6-2025-5: **Motion:** Laura Brown, seconded by Gerry Harrington, to accept May donations in the amount of \$362.97. Motion approved unanimously 7-0.

6-2025-6: **Motion:** Sarah Wenk, seconded by Laura Brown, to approve the second draft of the 2026 Operating Budget. Motion approved unanimously 7-0.

6-2025-7: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to ratify CCD 1-005 for metal stud and drywall revisions in the amount of \$13,879.67. Motion approved unanimously 7-0.

6-2025-8: **Motion:** Sarah Wenk, seconded by Hayley Downs, to ratify CCD 1-006 for masonry repairs and revisions resulting from hidden conditions in the amount of \$11,162.02. Motion approved unanimously 7-0.

6-2025-9: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to ratify CCD 1-007 for additional drywall needed to raise ceiling height in the amount of \$5,905.49. Motion approved unanimously 7-0.

6-2025-10: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to ratify change order 4-003 to revise geothermal hydronic piping from overhead to underground due to height constraints in the amount of \$14,810.40. Motion approved unanimously 7-0.

6-2025-11: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to accept second amendment to lease agreement to extend until December 31, 2025 at the same rent rate. Motion approved unanimously 7-0.

6-2025-12: **Motion:** Sarah Wenk, seconded by Laura Brown, to accept Butler Rowland Mays contract amendment by 14 months to a new Substantial Completion Date of December 31, 2025 in the amount of \$80,000.00. Motion approved unanimously 7-0.

6-2025-13: **Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve the Patron Confidentiality policy with the added sentence, “Even if another person is authorized to use another person’s card, they still do not have access to that person’s records.” Motion approved unanimously 7-0.

6-2025-14: **Motion:** Frances Cathryn, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 7-0. There being no further business to conduct, the meeting adjourned at 7:38 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary