

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JULY 17, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

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

ROLL CALL

Board Members in Attendance (5):

Sarah Wenk, President
Ursula Inghem, Vice President
Laura Brown, Treasurer
Frances Cathryn
Lisa Lerner

Board Members Absent (4):

Gerry Harrington
Joseph Braby
Andrea Gatzke, Secretary
Hayley Downs

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of July 17, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of June 18, 2025
Minutes, Special Board of Trustees (BOT) Meeting of July 2, 2025
Financial Highlights Report – July 14, 2025
Balance Sheet – as of June 2025
Budget v Actual Summary – June 2025
Budget v Actual – June 2025
Voucher Report – for July 2025 Meeting
Pre-Audit Voucher Report – for July 2025 Meeting
Donation Activity – June 2025
Executive Committee Report – Meeting of July 15, 2025
RBT Audit Proposal
Nugent & Haessler Audit Proposal
Operations Committee Report – Meeting of July 1, 2025
CCD 1-008 MHCM
CCD 1-009 MHCM
CCD 1-010 MHCM
3-002 SRI
Kingston library window trim replacement proposal

Kingston library basement soffit estimate
Community Engagement Committee
President's Report – July 17, 2025
Director's Report – July 17, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for July 17, 2025. Motion approved unanimously 5-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF JUNE 18, 2025.
Motion: Ursula Inghem, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of June 18, 2025. Motion approved unanimously 5-0.

APPROVAL OF THE MINUTES OF SPECIAL BOARD MEETING OF JULY 2, 2025.
Motion: Lisa Lerner, seconded by Laura Brown, to approve the minutes of the Special BOT Meeting of July 2, 2025. Motion approved unanimously 5-0.

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 Ursula Inghem, to approve the budget modification #2025-3 which records the receipt and disbursement of the funds for the Martin Laforse Memorial Scholarship in the amount of \$2,000.00. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$585,748.07. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$8,406.33. Motion approved unanimously 5-0.

Motion: Laura Brown, seconded by Frances Cathryn, to accept June donations in the amount of \$2,038.35. Motion approved unanimously 5-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – No meeting in July.

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, July 15, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, and discussed the decision to retain the library's current auditors for another three-year term. Although best practice is to rotate auditors every three years, the bids from other

companies were more expensive, so the recommendation is to continue with the present company for one more round.

Motion: Sarah Wenk, seconded by Laura Brown, to accept Nugent & Haessler, P.C audit proposal for three years through year-end 2026. Motion approved unanimously 5-0.

OPERATIONS COMMITTEE – Ursula Inghem reported that the Operations Committee met on July 1, 2025 and discussed three Construction Change Demands (CCDs) and two Change Orders (COs). All the CCDs have been approved and are recommended for ratification. CO 04-002 was approved and requires ratification. CO 05-006 requires full board approval. Subsequent to this meeting, there was a Special Meeting of the Board at which CO 05-006 was approved.

Motion: Ursula Inghem, seconded by Frances Cathryn, to ratify CCD 1-008 for Mid-Hudson Construction (MHCM) in the amount of \$10,358.99 for various carpentry projects due to issues after demo. Motion approved unanimously 5-0.

Motion: Ursula Inghem, seconded by Lisa Lerner, to ratify CCD 1-009 for MHCM in the amount of \$7,418.82 for changes needed in Story Time Room. Motion approved unanimously 5-0.

Motion: Ursula Inghem, seconded by Frances Cathryn, to ratify CCD 1-010 for MHCM in the amount of \$ 8,204.86 for removal of stairs. Motion approved unanimously 5-0.

Motion: Ursula Inghem, seconded by Lisa Lerner, to ratify CO 04-002 for Fire Sprinklers in the amount of \$15,827.00, for changes after the shop drawings were approved. Motion approved unanimously 5-0.

Motion: Ursula Inghem, seconded by Laura Brown, to accept the contract from M&P Builders for restoration of interior window trim in the amount of \$21,400.00. Motion approved unanimously 5-0.

Motion: Ursula Inghem, seconded by Laura Brown, to accept the contract from M&P Builders for metal framed soffit construction in the amount of \$33,400.00. Motion approved unanimously 5-0.

COMMUNITY ENGAGEMENT COMMITTEE – The Community Engagement Committee met to debrief on the Listening Session. Discussion ensued around anonymizing conversation and topics that were raised.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on July 17, 2025, prior to this meeting. They discussed Jury Duty, Attendance Leave, and Telecommuting.

PRESIDENT'S REPORT – Sarah Wenk reported that she attended weekly construction meetings, a MHLS seminar on salaries and benefits for library staff, and a MHLS meeting about current legal situation in DC regarding library funding. She volunteered to Rebekah Smith-

Aldrich's "ambassador" program to liaise between the Kingston Library Board and MHLS. Sarah started the library "Road Trip" and encouraged others to participate. She also reminded board members about the September 16th board elections (petition pick up 7/22, due on 8/18).

DIRECTOR'S REPORT – Margie Menard reminded board members that trustee petition packets can be picked up on 7/22 and due on 8/18. The tax levy vote and trustee election is Tuesday, September 16th from 10-8pm, and absentee ballots are available. Camille DiPerna will serve as election clerk again.

Summer Reading has begun and runs through the end of August. Currently, there are 355 readers who logged 1,100 books. Addie shared the prizes.

This Friday, the library will have an outreach table for youth and families and library information at the "Mid-Town Make a Difference" block party from 4-7pm on Franklin Street facilitated by Radio Kingdon. Between Broadway and Prospect Streets.

On Saturday, July 25th from 2-4pm, the Margie and Alex Ferguson will be at an outreach table at a youth resource fair downtown at Half Moon organized by Kaira Grundig.

On Saturday, August 23rd, the library will be at an outreach table at Trinity Lutheran Church's community Back-to-School Day and school supply backpack distribution. The library will be giving away books, library card sign-ups and other activities.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The annual meeting is scheduled for Tuesday, September 9th at Front Street Tavern. The cost is \$50 per person. The speaker is New York Library Association Executive Director, Annalee Dragon.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- None.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk seconded by Frances Cathryn, to adjourn. Motion approved unanimously 5-0. There being no further business to conduct, the meeting adjourned at 7:10 PM.

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

RESOLUTIONS

7-2025-1: **Motion:** Ursula Inghem, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for July 17, 2025. Motion approved unanimously 5-0.

7-2025-2: **Motion:** Ursula Inghem, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of June 18, 2025. Motion approved unanimously 5-0.

7-2025-3: **Motion:** Lisa Lerner, seconded by Laura Brown, to approve the minutes of the Special BOT Meeting of July 2, 2025. Motion approved unanimously 5-0.

7-2025-4: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the budget modification #2025-3 which records the receipt and disbursement of the funds for the Martin Laforse Memorial Scholarship in the amount of \$2,000.00. Motion approved unanimously 5-0.

7-2025-5: **Motion:** Laura Brown, seconded by Ursula Inghem, to approve the regular vouchers in the amount of \$585,748.07. Motion approved unanimously 5-0.

7-2025-6: **Motion:** Laura Brown, seconded by Lisa Lerner, to accept pre-audit vouchers in the amount of \$8,406.33. Motion approved unanimously 5-0.

7-2025-7: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept June donations in the amount of \$2,038.35. Motion approved unanimously 5-0.

7-2025-8: **Motion:** Sarah Wenk, seconded by Laura Brown, to accept Nugent & Haessler, P.C audit proposal for three years through year-end 2026. Motion approved unanimously 5-0.

7-2025-9: **Motion:** Ursula Inghem, seconded by Frances Cathryn, to ratify CCD 1-008 for Mid-Hudson Construction (MHCM) in the in the amount of \$10,358.99 for various carpentry projects due to issues after demo. Motion approved unanimously 5-0.

7-2025-10: **Motion:** Ursula Inghem, seconded by Lisa Lerner, to ratify CCD 1-009 for MHCM in the amount of \$7,418.82 for changes needed in Story Time Room. Motion approved unanimously 5-0.

7-2025-11: **Motion:** Ursula Inghem, seconded by Frances Cathryn, to ratify CCD 1-010 for MHCM in the amount of \$ 8,204.86 for removal of stairs. Motion approved unanimously 5-0.

7-2025-12: **Motion:** Ursula Inghem, seconded by Lisa Lerner, to ratify CO 04-002 for Fire Sprinklers in the amount of \$15,827.00, for changes after the shop drawings were approved. Motion approved unanimously 5-0.

7-2025-13: **Motion:** Ursula Inghem, seconded by Laura Brown, to accept the contract from M&P Builders for restoration of interior window trim in the amount of \$21,400.00. Motion approved unanimously 5-0.

7-2025-14: **Motion:** Ursula Inghem, seconded by Laura Brown, to accept the contract from M&P Builders for metal framed soffit construction in the amount of \$33,400.00. Motion approved unanimously 5-0.

7-2025-15: **Motion:** Sarah Wenk seconded by Frances Cathryn, to adjourn. Motion approved unanimously 5-0. There being no further business to conduct, the meeting adjourned at 7:10 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary