

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING AUGUST 21, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:33PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (8):

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

Board Members Absent (1):

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 August 21, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of July 17, 2025
Financial Highlights Report – August 15, 2025
Balance Sheet – as of July 2025
Budget v Actual Summary – July 2025
Budget v Actual – July 2025
Voucher Report – for August 2025 Meeting
Pre-Audit Voucher Report – for August 2025 Meeting
Donation Activity – July 2025
Executive Committee Report – Meeting of August 19, 2025
2026 Fiscal Year Resolution (Tax Cap Override)
2026 Working Budget with Comp (second draft)
DLD Grant Application Assurances
4-004 DJ KL
CCD 1-011 MHCM KL
CCD 1-012 MHCM KL
President's Report – August 21, 2025
Director's Report – August 21, 2025
Capital Checking Account Transactions – as of July 31, 2025

Operating Checking Account Transactions – as of July 31, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for August 21, 2025. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING - Motion: Lisa Lerner, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of July 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 are no budget modification this month.

Motion: Laura Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$392,568.20. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Frances Cathryn, to accept pre-audit vouchers in the amount of \$7,492.32. Motion approved unanimously 8-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept July donations in the amount of \$45.05. Discussion ensued. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington gave a verbal report. They are planning a year-end appeal / campaign, and incorporate it into the move back to 55 Franklin St. The Friends also contributed money for the postcards.

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, August 19, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers. They also discussed assurances for the DLD grant application.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the DLD Grant Application Assurances. The project, estimated at half a million dollars, will be for needed unplanned upgrades to the exterior of the building for 55 Franklin (parking lot repaving, additional sidewalks, and reconstruction of the front ramp and rear stairs, etc). Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Gerry Harrington, to override the tax levy limit. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Ursula Inghem, to adopt the 2026 proposed budget. Motion approved unanimously 8-0.

OPERATIONS COMMITTEE – Joseph Braby gave a verbal report. The project on Franklin Street is moving along but seems to be going overschedule – until April 2026. This is a concern because of rental implications. Letters are being exchanged to document, determine accountability and reason for the delay.

Motion: Sarah Wenk, seconded by Laura Brown, to ratify change order 4-004 for additional brick vents from basement energy recovery ventilators in the amount of \$6,581.00. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Joseph Braby, to ratify CCD 1-011 to demolish rear (south) exterior stair in the amount of \$3,685.73. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Andrea Gatzke, to ratify CCD 1-012 to install an HSS beam at the addition not previously shown on the structural drawings in the amount of \$3,686.38. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington gave a verbal report that the Community Engagement Committee (CEC) met on August 5, 2025. They are having the first Community Conversation on September 27, 2025 at the LGBTQ Center in Kingston from 10:30am-12:00pm. Another is tentatively scheduled for Monday, September 29, 2025 at the Broadway Bubble from 10am-11:30am. Another is also tentatively scheduled for October 29, 2025 from 6:30-8pm at the People's Place Wellness Center. They are also tentatively planning another event in January at the Place Corps.

The Dog Stick library is in the works. Gerry met with the USPCA, who is interested. They expressed concerns over liability, which the committee will look into. They are also in conversation with the Maritime museum, who may be involved by providing lumber and/or assistance in constructing the dog library. The exact location is still to be determined.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on August 21, 2025, prior to this meeting. They discussed Personnel policies, and holiday pay and how to account for religious holidays other than Christianity - to help address bias and establish a policy in advance.

PRESIDENT'S REPORT – Sarah Wenk reported that she attended weekly construction meetings; zoom meetings with Calgi, Butler Rowland Mays, and the KPL's attorneys to discuss ongoing delays from MHCS, who is saying that the extension will not be completed until April 2026. They are working on documenting everything, and Calgi will send a letter (vetted by attorneys) requesting paperwork.

Sarah also reported that the Postcard party was a big success, and gave praises for the MHLS Road Trip, reporting its success.

DIRECTOR'S REPORT – Margie Menard reported that Laura Brown, Gerry Harrington and Lisa Lerner are on the ballot running for re-election. She discussed the assurances for the annual DLD grant application to help offset some of the cost of sitework at Franklin St.

The tax levy vote and Trustee election is Tuesday, September 16th from 10am-8pm. Absentee ballots will be available. Camille DiPerna will serve as the election clerk.

Summer Reading is wrapping up. The closing party will be Water Gamers on Thursday, August 28 from 6:30pm to 7:30pm in the Green St. parking lot.

On this Saturday, August 23rd, the library will be doing outreach at Trinity Lutheran Church's community Back to School Day and school supply backpack distribution. The library will be giving away books and doing library card signups.

Sarah and Margie were on the Good Work Hour on Radio Kingston with Micah on August 5th, which was a lot of fun.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The Ulster County Library Association annual meeting is scheduled for Tuesday, September 9th at the Front Street Tavern. The cost is \$50 per person. The speak is New York Library Association Executive Director, Annalee Dragon. Notify Margie if you are planning to attend or want to RSVP.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Lisa Lerner participated in the MHLS Road Trip and has attended 32 libraries. When she shared where she is from, she received praises for how Kingston library has programs that best match the needs of the community.
- Sarah also echoed the joy she noted from librarians of other libraries. The Passport program will continue through October. It might be repeated in future year.
- Gerry Harrington shared that Movies with Spirit will begin its 20th season. September's movie is *Leave through the Gift Shop* on Saturday, September 20th at 7pm at Unison Arts in New Paltz (9 Paradies Ln.)

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Lisa Lerner, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:27 PM.

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

RESOLUTIONS

8-2025-1: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for August 21, 2025. Motion approved unanimously 8-0.

8-2025-2: **Motion:** Lisa Lerner, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of July 17, 2025. Motion approved unanimously 8-0.

8-2025-3: **Motion:** Laura Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$392,568.20. Motion approved unanimously 8-0.

8-2025-4: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept pre-audit vouchers in the amount of \$7,492.32. Motion approved unanimously 8-0.

8-2025-5: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept July donations in the amount of \$45.05. Motion approved unanimously 8-0.

8-2025-6: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve the DLD Grant Application Assurances. Motion approved unanimously 8-0.

8-2025-7: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to override the tax levy limit. Motion approved unanimously 8-0.

8-2025-8: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to adopt the 2026 proposed budget. Motion approved unanimously 8-0.

8-2025-9: **Motion:** Sarah Wenk, seconded by Laura Brown, to ratify change order 4-004 for additional brick vents from basement energy recovery ventilators in the amount of \$6,581.00. Motion approved unanimously 8-0.

8-2025-10: **Motion:** Sarah Wenk, seconded by Joseph Braby, to ratify CCD 1-011 to demolish rear (south) exterior stair in the amount of \$3,685.73. Motion approved unanimously 8-0.

8-2025-11: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to ratify CCD 1-012 to install an HSS beam at the addition not previously shown on the structural drawings in the amount of \$3,686.38. Motion approved unanimously 8-0.

8-2025-12: **Motion:** Lisa Lerner, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 8-0.

Respectfully Submitted by
Suzanne Campise, Recording Secretary