

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING SEPTEMBER 18, 2025
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:29PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (9):

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

Board Members Absent (0):

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of September 18, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of August 21, 2025
Financial Highlights Report – September 12, 2025
Balance Sheet – as of August 2025
Budget v Actual Summary – August 2025
Budget v Actual – August 2025
Voucher Report – for September 2025 Meeting
Pre-Audit Voucher Report – for September 2025 Meeting
Donation Activity – August 2025
President's Report – September 18, 2025
Director's Report – September 18, 2025
Capital Checking Account Transactions – as of August 31, 2025
Operating Checking Account Transactions – as of August 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 September 18, 2025. Motion approved unanimously 9-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF AUGUST 21, 2025. **Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of August 21, 2025. Motion approved unanimously 9-0.

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 \$757,615.39 Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$12,301.40. Motion approved unanimously 9-0.

Motion: Laura Brown, seconded by Frances Cathryn, to accept August donations in the amount of \$56.60. Motion approved unanimously 9-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – They will be meeting on Tuesday, September 23, 2025.

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, September 16, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers and discussed the DLD construction grant recommendation. This is earmarked for the sitework.

Motion: Sarah Wenk, seconded by Ursula Inghem, to accept DLD construction grant recommendation in the amount of \$300,146. Motion approved unanimously 9-0.

She reported on the successful election and passing of the 2026 tax levy vote. There will be some shifts in the officer roles. Laura Brown agreed to become Vice President. Andrea Gatzke agreed to be Treasurer. There will be a need for a Secretary (Ursula Inghem offered as a back-up). Next month at the Reorganization meeting will be committee assignments.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met. They have three Community Conversations planned:

- 1) September 27, 2025 at the LGBTQ Center in Kingston from 10:30am-12:00pm.
- 2) Monday, September 29, 2025 at the Broadway Bubble from 10am-11:30am.
- 3) October 29, 2025 from 6:30-8pm at the People's Place Wellness Center.

They are also planning more events: 1) in November at Holy Cross/ Santa Cruz, 2) on Zoom, date TBD, and 3) in January or February 2026 at the Place Corps focusing on youth. Addie

created social media and marketing materials and asked for help spreading the word. The Daily Freeman originally published a story about this, but there was incorrect information printed (that these were for creating new programming for the library, rather than community conversations). Gerry notified them, and it was corrected in the online version. These conversations are targeted for people who live and work in the City of Kingston. People can do a one-on-one interview.

The Dog-Stick library is still moving forward. Gerry met with the head of the UCSPCA. The Maritime museum agreed to do the woodworking. The expected timeline is 2026.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on September 18, 2025 prior to this meeting. They discuss the Personnel Policies Part 1, which is included in the Appendix (and sent via email to Board members) for a first read for the October meeting. They are leaving salary benefits to the end.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended construction meetings for 55 Franklin St renovation and the UCLA dinner. Annalee Dragon was the speaker. She also determined committee assignments and officer assignments for the October meeting and swearing in.

DIRECTOR’S REPORT – Margie Menard reported that the 2026 operating tax levy for the Kingston Library was approved by 167 yes to 38 no. Laura Brown, Gerry Harrington and Lisa Lerner were re-elected for a three-year term from October 1, 2025-September 30, 2028. She expressed her thanks for encouraging community members to vote.

The Library will be doing outreach on Saturday, September 20, 2025 at the Heart of Kingston festival organized by Rewind Kingston. Mindfulness activities will begin at noon.

On Saturday, September 27, 2025, the Library will outreach (book giveaway, library card sign-ups, crafts) at Trinity Lutheran Church’s Octoberfest beginning at 10am.

Margie reminded board members about the 2nd annual Eleanor Roosevelt Banned Book Awards on October 11th at the Bardavon in Poughkeepsie. Margaret Atwood will be attending in person to receive the Lifetime Achievement Award. The recipient of the Literary Freedom Award is Becky Calzada. Other authors being recognized are: Matthew A. Cherry, Hair Love; Juno Dawson, This Book is Gay; John Green, Looking for Alaska; Vashti Harrison, Hair Love; Malinda Lo, Last Night at the Telegraph Club; Peter Parnell, And Tango Makes Three; Justin Richardson, And Tango Makes Three.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – The UCLA has begun the 6th annual food fight. Libraries throughout the county are competing to collect non-perishable food to donate to local food pantries from September 2-October 18, 2025.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Andrea Gatzke shared about a BIPOC Queer story telling event, Saturday, September 20, 2025 at 7pm at World End Comics.
- Gerry Harrington shared that “Movies with Spirit” will begin its 20th season. September’s movie is *Exit through the Gift Shop* on Saturday, September 20th at 7pm at Unison Arts in New Paltz (9 Paradies Ln.)
- Ursula Inghem reminded board members about annual required trustee trainings. There are only three months left in the year. Margie added that many are on-demand online.
- Sarah Wenk encouraged board members to make a small donation to Olive library as they are opening a new branch.
- Ursula Inghem shared that the West Hurley Library will provide two stamps on the traveling libraries program: one for West Hurley and one for Woodstock.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Laura Brown, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:12 PM.

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

RESOLUTIONS

9-2025-1: **Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for September 18, 2025. Motion approved unanimously 9-0.

9-2025-2: **Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of August 21, 2025. Motion approved unanimously 9-0.

9-2025-3: **Motion:** Laura Brown, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$757,615.39 Motion approved unanimously 9-0.

9-2025-4: **Motion:** Laura Brown, seconded by Andrea Gatzke, to accept pre-audit vouchers in the amount of \$12,301.40. Motion approved unanimously 9-0.

9-2025-5: **Motion:** Laura Brown, seconded by Frances Cathryn, to accept August donations in the amount of \$56.60. Motion approved unanimously 9-0.

9-2025-6: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to accept DLD construction grant recommendation in the amount of \$300,146. Motion approved unanimously 9-0.

9-2025-7: **Motion:** Ursula Inghem, seconded by Laura Brown, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:12 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary

APPENDIX – PERSONNEL POLICIES PART 1:

Board members can submit edits to this [google form](#)

Jury Duty

1. Staff members are excused for jury duty in accordance with local, state, and federal law.

Attendance/Leave

Hours of Work

1. Full-time staff work a 40-hour per week schedule. Each staff member is allowed a relief period of 15 minutes of paid time for each continuous working schedule of 4 hours or more. A paid lunch period of 1/2 hour is allowed to every staff member working more than 4 hours on any day.
2. If the library is closed for reasons other than a scheduled holiday (e.g. a snow day), any employee—full or part-time—scheduled to work that day will be paid for those hours.

Overtime

3. Non-exempt employees who work full-time (40 hours per week) will be granted compensatory time (comp-time) off in lieu of monetary overtime compensation, at a rate of one and one half hours for each hour of overtime worked. Time worked over forty (40) hours must be authorized in advance by the Library Director. Compensatory time must be taken within 6 months after it is granted. In lieu of comp-time, employees may receive monetary compensation at time and a half pay for overtime worked by decision of the library director and board of trustees.

Leaves

4. Unpaid leave for family and medical reasons, as defined in Family and Medical Leave Act, will be granted by the Board of Trustees. Medical insurance will continue for employees who receive health coverage through the library, or employees will receive payments in lieu of coverage through the library.
5. Unpaid leave for educational, travel, or other purposes may be granted by the Board of Trustees. Employees must submit requests in writing to the director, who in turn will forward them to the Board of Trustees for consideration. The Board of Trustees will consider each case on its individual merits.

Telecommuting

Prior approval

1. Kingston Public Library allows staff to telecommute on a case-by-case basis, as requested by the staff member and agreed upon at the Director's discretion. The staff member must obtain approval before telecommuting in accordance with established procedures. The staff member agrees to follow procedures as requested by the Director.

Equipment

2. The Library is not required to provide equipment for the telecommuting location; however, with the approval of the Library Director, the staff member may be provided with equipment necessary to perform work assignments. Equipment provided by the Library must be protected against damage and unauthorized use. Personal equipment provided by the staff member will be at no cost to the Library, and will be maintained by the staff member.

Evaluation

1. The Director will evaluate the employee's job performance based on established standards. The staff member will not be allowed to telecommute while on probation and/or in progressive discipline, unless the telecommuting is being provided as a reasonable accommodation.