

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OCTOBER 16, 2025, 6:00PM
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:26 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (9; 8 voting members):

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

Board Members Absent (0):

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)
Christina Kemp, in an organizational class for Social Work, (attending remotely)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of October 16, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of September 18, 2025
Financial Highlights Report – October 10, 2025
Balance Sheet – as of September 2025
Budget v Actual Summary – September 2025
Budget v Actual – September 2025
Budget Modification #2025-4
Budget Modification #2025-5
Voucher Report – for October 2025 Meeting
Pre-Audit Voucher Report – for October 2025 Meeting
Donation Activity – September 2025
Executive Committee Report – Meeting of October 14, 2025
2026 Observed Holidays
Health Insurance 2026
Operations Committee Report – Meeting of October 2, 2025
MHCM CO 1-025
MHCM CCD 1-014
M&P basement soffit drywall and taping proposal

Southeast Mechanical CO 2-002
MHCM CCD 1-013—ACCEPTED
Community Engagement Committee - Meeting of October 7, 2025
President's Report – October 16, 2025
Director's Report – October 16, 2025
Capital Checking Account Transactions – as of September 30, 2025
Operating Checking Account Transactions – as of September 30, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Sarah Wenk seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for October 16, 2025. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF SEPTEMBER 18, 2025. Motion: Sarah Wenk, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of September 18, 2025. Motion approved unanimously 8-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Andrea Gatzke, Treasurer, reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which were sent to the board members in advance. There are two budget modifications this month.

Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2025-4 to transfer funds from Continuing Ed to Fuel and Utilities to account for utilities in two buildings in the amount of \$2,000.00. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Joseph Braby, to approve the budget modification #2025-5 to transfer funds from Custodial Supplies to Membership Dues to account for higher dues than budgeted in the amount of \$1,200.00. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Hayley Downs, to approve the regular vouchers in the amount of \$263,573.11. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Laura Brown, to accept pre-audit vouchers in the amount of \$7,962.45. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Lisa Lerner, to accept September donations in the amount of \$67.85. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington gave a verbal report. They discussed the Community Conversations and housekeeping matters. They are participating in the Kingston Uptown Business Association (KUBA) Halloween event. KUBA prefer gift certificates, rather than prizes.

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, October 14, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, discussed the 2026 holiday schedule, and the 2026 staff medical insurance contribution.

Motion: Sarah Wenk, seconded by Laura Brown, to approve the 2026 holiday schedule. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Lisa Lerner, to approve the 2026 staff medical insurance contribution from \$975/month to \$1,200/month (for 5 employees who receive insurance through the library) and payment of \$500/month (up from \$450/month) per employee receiving the buyout (for 2 employees). This comes to \$72,000 to cover five employees and \$12,000 for the buyout for two employees for an annual total of \$84,000, which is well within the \$90,000 budget line in the approved 2026 budget. This also includes a request to increase the Director's health insurance line to \$14,400 by moving \$1,600 from staff insurance to Director insurance to provide all eligible staff with a benefit of \$1,200/month for health insurance. Motion approved unanimously 8-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on October 2, 2025 and discussed Construction Change Directives, Change Orders and new contracts.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Change Order 1-025 for MHCM to change flooring in room 116 from LVT to ceramic tile in the amount of \$3,325.20. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Construction Change Directive 1-014 for MHCM to remove and replace stairs at the rear of the building in the amount of \$34,869.28. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Laura Brown, to ratify the contract with M&P to install soffits in the basement in the amount of \$24,500. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Hayley Downs, to ratify change order 2-002 for Southeast Mechanical to repair sprinkler service piping that had cracked in the amount of \$7,870.09. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Andrea Gatzke, to ratify Construction Change Directive 1-013 for MHCM to extend the walls in the teen space to end above the new ceiling in the amount of \$1,748.63. Motion approved unanimously 8-0.

They also discussed the collateral expenses due to the delays at Franklin St., such as heating two buildings through a second winter, and the extra rent for Crown St. They are continuing to

inform the KPL attorney about the ongoing delays. They decided that mediation is the best way to move forward without resorting to litigation. They are still waiting for the Mediator to be named.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on October 7, 2025. They discussed the Dog Stick Library, reporting that Dan Nelson, manager of the boat school at the Hudson River Maritime would build a dog stick library at no charge for spring installation. He also inquired about materials and design details.

The Strategic Planning Task Force met on October 7, 2025 and discussed the upcoming Community Conversations scheduled for October 29, 2025 at 6:30pm at People’s Place Empowerment Center, and at Place Corps in January or February.

They de-briefed the first two sessions at the Hudson Valley LGBTQ+ Center and the Broadway Bubble. Key learnings included having a timekeeper, getting more voices from businesses and hosting one-on-ones, due to participants’ varied schedules. Another suggestion was having more food and help with childcare, partnering with local organizing.

Gerry Harrington connected with Daniel Woodham of the Ulster Immigrant Defense Network express interest in hosting a conversation at Holy Cross Episcopal Church/ Iglesia de la Santa Cruz, but Daniel suggested small group conversations with 4 or 5 trusted members of the Hispanic community would be more impactful.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on Thursday, October 16, 2025, prior to this meeting.

Motion: Frances Cathryn, seconded by Gerry Harrington, to approve the first part of the Personnel Policy. Motion approved unanimously 7-0. (Laura Brown was not present for the vote).

They discussed the second part of the Personnel Policy and will distribute for a first read.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended weekly construction meetings, she explored the possibility of changing the date of the Kingston Library’s election, which would not be feasible at this time, and she met with the Board President from Troy library to discuss their campaign for salary increases (30% increase). Troy also learned from Kingston Library’s bond campaign. Sarah Wenk shared that Lisa Lerner attended all the libraries in the Mid-Hudson system.

DIRECTOR’S REPORT – Margie Menard reported that Baker & Taylor, Kingston Library’s longtime book supplier, is going out of business, disrupting book procurement and processing services. She is actively setting up new vendor accounts, though delays are expected as other libraries do the same. In the interim, staff may need to process books in-house, which will slow circulation.

She and KPL Board leadership reviewed options for scheduling future tax levy votes and trustee elections, determining that any shift to the general election date would require legislative change and county board cooperation. Margie's next step will be to go to other libraries to see if they are interested in establishing a common Ulster County Library vote day. The purpose of this exploration is because some people have expressed that they did not know the vote was happening. This year, ~200 people voted, out of ~25,000 people in the City of Kingston. In 2026, the goal is to increase publicity. A mailer was suggested.

Finally, the 2024 financial audit by Nugent Haeussler begins October 21, with results expected later this year.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Margie Menard reported that the Ulster County Library Executive has included the allotment for libraries in 2026 listed as \$102,400. This is the funding for the shared resources we provide including Kanopy, museum passes, major daily newspapers and additional funding for e-books.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Lisa Lerner shared that Kinderhook library had a big sign in English & Spanish posting the hours. Inside, the Spanish section was prominently displayed. She admired the welcoming aspect of it. Currently, there is no plan for signage for 55 Franklin. The conversation among the board indicated interest in bilingual signage.
- Lisa Lerner also shared about the Emergency Tenant Protection Act. She encouraged people to attend meetings at City Hall to help prevent housing rents from increasing.
- Andrea Gatzke shared that World's End Books is participating in the Halloween parade, and invited participants on October 25, 2025. On the same evening, they will do a double feature: *The City of the Dead*, and *House on Haunted Hill* - \$10. Doors at 7:30pm, movie at 8pm.
- Gerry Harrington shared "Movies with Spirit." October's movie is *The Chorus* on Saturday, October 18th at 7pm at Rondout Valley United Methodist Church in Stone Ridge.
- Hayley Downs shared that on Sunday, November 9, 2025, the movie *Locker Room Talk* will be screened at Kingston High School at 4pm through TMI Project. Board members are invited.
- Joseph Braby inquired about childcare at KPL events. Andrea Gatzke suggested the organization For The Many.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:45 PM.

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

RESOLUTIONS

10-2025-1: **Motion:** Sarah Wenk seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for October 16, 2025. Motion approved unanimously 8-0.

10- 2025-2: **Motion:** Sarah Wenk, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of September 18, 2025. Motion approved unanimously 8-0.

10-2025-3: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2025-4 to transfer funds from Continuing Ed to Fuel and Utilities to account for utilities in two buildings in the amount of \$2,000.00. Motion approved unanimously 8-0.

10-2025-4: **Motion:** Andrea Gatzke, seconded by Joseph Braby, to approve the budget modification #2025-5 to transfer funds from Custodial Supplies to Membership Dues to account for higher dues than budgeted in the amount of \$1,200.00. Motion approved unanimously 8-0.

10-2025-5: **Motion:** Andrea Gatzke, seconded by Hayley Downs, to approve the regular vouchers in the amount of \$263,573.11. Motion approved unanimously 8-0.

10-2025-6: **Motion:** Andrea Gatzke, seconded by Laura Brown, to accept pre-audit vouchers in the amount of \$7,962.45. Motion approved unanimously 8-0.

10-2025-7: **Motion:** Andrea Gatzke, seconded by Lisa Lerner, to accept September donations in the amount of \$67.85. Motion approved unanimously 8-0.

10-2025-8: **Motion:** Sarah Wenk, seconded by Laura Brown, to approve the 2026 holiday schedule. Motion approved unanimously 8-0.

10-2025-9: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to approve the 2026 staff medical insurance contribution from \$975/month to \$1,200/month (for 5 employees who receive insurance through the library) and payment of \$500/month (up from \$450/month) per employee receiving the buyout (for 2 employees). This comes to \$72,000 to cover five employees and \$12,000 for the buyout for two employees for an annual total of \$84,000, which is well within the \$90,000 budget line in the approved 2026 budget. This also includes a request to increase the Director's health insurance line to \$14,400 by moving \$1,600 from staff insurance to Director insurance in order to provide all eligible staff with a benefit of \$1,200/month for health insurance. Motion approved unanimously 8-0.

10-2025-11: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve Change Order 1-025 for MHCM to change flooring in room 116 from LVT to ceramic tile in the amount of \$3,325.20. Motion approved unanimously 8-0.

*10-2025-12: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve Construction Change Directive 1-014 for MHCM to remove and replace stairs at the rear of the building in the amount of \$34,869.28. Motion approved unanimously 8-0.*

*10-2025-13: **Motion:** Joseph Braby, seconded by Laura Brown, to ratify the contract with M&P to install soffits in the basement in the amount of \$24,500. Motion approved unanimously 8-0.*

*10-2025-14: **Motion:** Joseph Braby, seconded by Hayley Downs, to ratify change order 2-002 for Southeast Mechanical to repair sprinkler service piping that had cracked in the amount of \$7,870.09. Motion approved unanimously 8-0.*

*10-2025-15: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to ratify Construction Change Directive 1-013 for MHCM to extend the walls in the teen space to end above the new ceiling in the amount of \$1,748.63. Motion approved unanimously 8-0.*

*10-2025-16: **Motion:** Frances Cathryn, seconded by Gerry Harrington, to approve the first part of the Personnel Policy. Motion approved unanimously 7-0 (Laura Brown was not present for the vote).*

*10-2025-17: **Motion:** Sarah Wenk, seconded by Andrea Gatzke, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:45 PM.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary