

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING NOVEMBER 20, 2025, 6:00PM
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:34 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 (attending remotely – unable to vote)
Joseph Braby
Ursula Inghem

Board Members Absent (0):

Others Present:

Margie Menard, Library Director

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of November 20, 2025
Minutes, BOT Reorganization Meeting of October 16, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of October 16, 2025
Financial Highlights Report – November 14, 2025
Balance Sheet – as of October 2025
Budget v Actual Summary – October 2025
Budget v Actual – October 2025
Budget Modification #2025-6
Budget Modification #2025-7
Budget Modification #2025-8
Budget Modification #2025-9
Voucher Report – for November 2025 Meeting
Pre-Audit Voucher Report – for November 2025 Meeting
Donation Activity – October 2025
Executive Committee Report – Meeting of November 18, 2025
Operations Committee Report – Meeting of November 20, 2025
DJ CO 4-005
EECG Brian Walloch Estimate – BW5730
MHCM CCD 1-015
President's Report – November 20, 2025
Director's Report – November 20, 2025

Capital Checking Account Transactions – as of October 31, 2025
Operating Checking Account Transactions – as of October 31, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Laura Brown seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for November 20, 2025. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REORGANIZATION MEETING OF OCTOBER 16, 2025. Motion: Gerry Harrington, seconded by Ursula Inghem, to approve the Reorganization minutes of October 16, 2026. Motion approved unanimously 8-0.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF OCTOBER 16, 2025. Motion: Andrea Gatzke, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of October 16, 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 four (4) budget modifications this month.

Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2025-6 to transfer funds from Adult Books to Adult Programs since TAG (Teen & Adult Programming) program was not in the budget in the amount of \$2,500.00. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Frances Cathryn, to approve the budget modification #2025-7 to transfer \$4,000 from Custodial Supplies and \$6,000 from Other Operations & Maintenance to Fuel and Utilities (\$10,000 total) due to original budget passed by voters did not include fuel and utilities at two locations. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2025-8 to transfer funds from Publicity & Printing to Contract Fees MHLS & Others since Sierra licenses fees were not anticipated in the original budget in the amount of \$2,700.00. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Frances Cathryn, to approve the budget modification #2025-9 to transfer funds from Library Director Workers Comp Insurance to Library Director Unemployment due to unanticipated higher expense than budgeted in the amount of \$45.00. This will not impact unemployment. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Laura Brown, to approve the regular vouchers in the amount of \$263,322.78. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$8,103.64. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Frances Cathryn, to accept October donations in the amount of \$132.55. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington gave a verbal report. They will begin their year-end appeal. Gerry encouraged board support. The Kingston Uptown Business Association Halloween Trick-or-Treat event was a success.

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, November 18, 2025. They approved the agenda for this BOT meeting, approved and signed vouchers, and discussed the unification of an election date for Ulster County special district libraries. There seems to be close to a consensus to have the election on the third Thursday of September. Additional publications and announcements will take place. There are about 11-12 special district libraries in Ulster County. The Director's evaluation by board and staff will also be taking place in the spring.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on November 6, 2025 and discussed CO 4-005 with DJ Heating, and a new contract estimate from EECG-Brian Walloch.

Motion: Joseph Braby, seconded by Lisa Lerner, to approve CO 4-005 with DJ Heating to install a Range Hood for \$8,099.00. This includes all the duct work. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Frances Cathryn, to approve the firm estimate from EECG-Brian Walloch for asbestos removal for \$30,317.00. Discussion ensued. Motion approved unanimously 8-0.

Following the meeting, the committee received Construction Change Directive 1-015 for review and approval by the BOT. This is an additive change directive to make modifications to the existing ornamental stair and associated had/guardrails in the amount of \$21,540.26.

Motion: Joseph Braby, seconded by Frances Cathryn, to approve Construction Change Directive 1-015 to make modifications to the existing ornamental stair and associated had/guardrails in the amount of \$21,540.26. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on November 4, 2025. They discussed the Dog Stick Library. Gerry attended the ribbon cutting at the new dog park at Forsyth Park. Gerry discussed the ideas with the City of Kingston.

In January, the Community Engagement Committee will begin the process for the Martin LaForse scholarship.

The Strategic Planning Task Force

December 2, 2025 will host a zoom Community Conversation. Gerry is working with For The Many to help engage people who are Spanish-speaking in this effort.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on Thursday, November 20, 2025, prior to this meeting. They discussed the Director’s Evaluation form. They are working on the Personnel Policy.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended weekly constructions meetings, explored the possibility of changing the date of the Kingston Library’s election, arranged a tour of 55 Franklin St with board and staff. She will organize another tour in the future. She also followed up with the lawyer concerning 55 Franklin St. The completion date keeps getting pushed back, and logs are being kept to quantify the additional expenses. She also registered for a webinar about intellectual property in library maker spaces.

DIRECTOR’S REPORT – Margie Menard reported that Alex has established a solid cohort of teen volunteers for his youth and tween STEM program. The connection was originally made by Japheth Wood, a Bard math professor, who runs the Match Circle which we host here one Saturday a month. The student worked with their club advisor to reach out to Alex about volunteering and the group of student volunteers has grown to include other friends of the original student.

Youth services staff are in the planning stages of considering establishing a special needs meet-up facilitated by library staff to allow parents of special needs children to come together with their children to share information and resources in a supportive environment. There may be opportunities to invite experts from the community to come as guests to provide resources to families. Frances Cathryn raised a concern about the spread of misinformation.

The Teen Action Group is working with the Ulster County SPCA to set up a collection drive to benefit the shelter animals. They will be collecting items based on the stated needs of the UCSPCA.

The latest Kingston Library newsletter will be hitting your inboxes on Saturday. Please look at it to see everything that’s happening here at the library.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – There is near unanimous support for unifying the election date for the Ulster County special district libraries. What little hesitation that exists has been addressed by proposing the existing date for those libraries—the third Tuesday in September. That happens to also be Kingston Library’s traditional election date so we may not have to make any change. We should know by January what the decisions of the

various boards are. I believe that there is enough support at this point that we will have most if not all the special district libraries agreeing on a shared date.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Teen Community Action on Wednesday December 10, 5-6pm.
- Gerry Harrington looked up intellectual property rights during makers events. Libraries are not inherently liable, but could be problematic if it wrongfully promotes its. Margie added that there used to be a sign over their copy machines deterring infringing on copyright materials.

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 7:43PM.

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

RESOLUTIONS

11-2025-1: Motion: Laura Brown seconded by Gerry Harrington, to approve the agenda for the Board of Trustees (BOT) meeting for November 20, 2025. Motion approved unanimously 8-0.

11- 2025-2: Motion: Gerry Harrington, seconded by Ursula Inghem, to approve the Reorganization minutes of October 16, 2026. Motion approved unanimously 8-0.

11-2025-3: Motion: Andrea Gatzke, seconded by Laura Brown, to approve the minutes of the Regular BOT Meeting of October 16, 2025. Motion approved unanimously 8-0.

11-2025-4: Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2025-6 to transfer funds from Adult Books to Adult Programs since TAG (Teen & Adult Programming) program was not in the budget in the amount of \$2,500.00. Motion approved unanimously 8-0.

11-2025-5: Motion: Andrea Gatzke, seconded by Frances Cathryn, to approve the budget modification #2025-7 to transfer \$4,000 from Custodial Supplies and \$6,000 from Other Operations & Maintenance to Fuel and Utilities (\$10,000 total) due to original budget passed by voters did not include fuel and utilities at two locations. Motion approved unanimously 8-0.

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Others since Sierra licenses fees were not anticipated in the original budget in the amount of \$2,700.00. Motion approved unanimously 8-0.

*11-2025-7: **Motion:*** Andrea Gatzke, seconded by Frances Cathryn, to approve the budget modification #2025-9 to transfer funds from Library Director Workers Comp Insurance to Library Director Unemployment due to unanticipated higher expense than budgeted in the amount of \$45.00. This will not impact unemployment. Motion approved unanimously 8-0.

*11-2025-8: **Motion:*** Andrea Gatzke, seconded by Laura Brown, to approve the regular vouchers in the amount of \$263,322.78. Motion approved unanimously 8-0.

*11-2025-9: **Motion:*** Andrea Gatzke, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$8,103.64. Motion approved unanimously 8-0.

*11-2025-10: **Motion:*** Andrea Gatzke, seconded by Frances Cathryn, to accept October donations in the amount of \$132.55. Motion approved unanimously 8-0.

*11-2025-11: **Motion:*** Joseph Braby, seconded by Lisa Lerner, to approve CO 4-005 with DJ Heating to install a Range Hood for \$8,099.00. This includes all the duct work. Motion approved unanimously 8-0.

*11-2025-12: **Motion:*** Joseph Braby, seconded by Frances Cathryn, to approve the firm estimate from EECG-Brian Walloch for asbestos removal for \$30,317.00. Discussion ensued. Motion approved unanimously 8-0.

*11-2025-13: **Motion:*** Joseph Braby, seconded by Frances Cathryn, to approve Construction Change Directive 1-015 to make modifications to the existing ornamental stair and associated had/guardrails in the amount of \$21,540.26. Motion approved unanimously 8-0.

*11-2025-14: **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 7:43PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary