

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING DECEMBER 18, 2025, 6:00PM
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401

CALL TO ORDER at 6:30 PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7; 6 voting members):

Sarah Wenk, President
Lisa Lerner, Secretary (attending remotely – *unable to vote*)
Gerry Harrington
Frances Cathryn
Hayley Downs
Joseph Braby
Ursula Inghem

Board Members Absent (2):

Laura Brown, Vice President
Andrea Gatzke, Treasurer

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 December 18, 2025
Minutes, Regular Board of Trustees (BOT) Meeting of November 20, 2025
Financial Highlights Report – December 14, 2025
Balance Sheet – as of November 2025
Budget v Actual Summary – November 2025
Budget v Actual – November 2025
Voucher Report – for December 2025 Meeting
Pre-Audit Voucher Report – for December 2025 Meeting
Executive Committee Report – Meeting of December 16, 2025
Kingston Library Trustee Code of Conduct and Ethics Statement REV 2019
Mehl Change Order 5-007
SRI Change Order 3-003
MHCM CCD 1-016
President's Report – December 18, 2025
Director's Report – December 18, 2025
Capital Checking Account Transactions – as of November 30, 2025
Operating Checking Account Transactions – as of November 30, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem seconded by Hayley Downs, to approve the agenda for the Board of Trustees (BOT) meeting for December 18, 2025. Motion approved unanimously 6-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 20, 2025. Motion: Hayley Downs, seconded by Joseph Braby, to approve the minutes of the Regular BOT Meeting of November 20, 2025. Gerry Harrington made an amendment to change the Community Engagement Committee section from “City of Kingston” to “Kingston Mayor, Steve Noble, and Common Council Member, Sara Pasti.” Motion approved unanimously 6-0. During the Standards and Development Committee update, Frances Cathryn shared that their meeting was cancelled.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Sarah Wenk 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. The donation activity was not reported.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$351,284.95. Discussion ensued. Motion approved unanimously 6-0.

Motion: Sarah Wenk, seconded by Frances Cathryn, to accept pre-audit vouchers in the amount of \$6,928.83. Motion approved unanimously 6-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington gave a verbal report. They met on December 9, 2025, and discussed Margie’s leadership in getting nearly all special district libraries to support a unified election date. Friends asked the board to share about their year-end appeal and goal to raise \$5,000. They have new fundraising software that does not require additional fees. Gerry invited board members to join the Friends, echoed by Sarah Wenk. The Friends invited board members to share a 300-word article about a Kingston Library experience for their newsletter. Writings can be emailed to fokl@friendsofkingstonlibrary.org.

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, December 16, 2025. They signed pre-audit vouchers (the regular vouchers were not available). They discussed the MHLS Advocacy Ambassador program to have at least one library board member train, learn, and share about current issues impacting libraries and actions with the board and Friends. They also discussed issues with legal representation. The Executive Committee signed the Library Code of Conduct and Ethics Statement. Other Trustees will receive a copy to sign.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on and discussed two Change Orders and one Construction Change Directive.

Motion: Joseph Braby, seconded by Sarah Wenk, to approve Change Order 5-007 with Mehl Electric to install four additional site bollards in the amount of \$21,489.00. Motion approved unanimously 5-0 (Ursula left the room).

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Change Order 3-003 for SRI Fire Sprinkler to add a sprinkler drain at the backflow preventer to allow maintenance drainage of basement sprinkler lines in the amount of \$1,557.00. Motion approved unanimously 6-0 (Ursula returned).

Motion: Joseph Braby, seconded by Gerry Harrington, to approve Construction Change Directive 1-016 for MHCM to install two additional site bollards adjacent to the East Main Entry in the amount of \$3,619.04. Motion approved unanimously 6-0.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) did not meet in December, but it was replaced by the Community Conversation on Zoom on December 2, 2025. Hayley Downs added that there were 6 reported one-on-one conversations. The next steps are to draft and agree on a report, first draft due tomorrow. The committee will review and edit. The year of community conversations will be codified in a report completed in February 2026.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee was canceled prior to this meeting.

PRESIDENT’S REPORT – Sarah Wenk reported that she attended weekly constructions meetings, the first Advocacy Ambassador program meeting with Rebekkah Smith-Aldrich. Healthcare cuts will impact libraries since there will be less money in the state budget. She provided an update on current events of censorship in a library in North Carolina. She facilitated the December 2nd Community Conversation on Zoom and attended the December 9th Friends of Kingston Library (FOKL) Meeting. She also got holiday snacks for staff on behalf of FOKL.

DIRECTOR’S REPORT – Margie Menard praised the dedicated and talented staff. The library presented hundreds of programs for all ages, story hours, book discussions, screenings, crafts, STEM programs, LEGO club and gardening.

She is proud of the many community partnerships this year, including:

Assemblymember Shrestha for shredding, World's End Comics - book club and anime, Half Moon Roundout Cafe - book club, Bard – math circle & constitution day program, Ulster County Historian, and LGBTQ Center for right to read nights, Harambe/Pine Street Burial Ground, for Black History Month tour in conjunction with Lunch & Learn Broadway Bubble for Spanish language story hour, Movies with Spirit, Ulster county trauma-informed care collaborative for doc screenings & discussions, UCRRA – composting, Grow Well Kingston – gardening, Braver Angels—conflict resolution, M&T Bank for financial education, Radio Kingston for publicity, Kingston City School District, the City of Kingston, People’s Place for Lunch and Learn, Bringing Agencies Together and the Peace Education Center of the Hudson Valley.

The library also has longstanding partners like the Ulster Literacy Association and they are excited to reconnect with once back at Franklin St. This list of services, programs, and partners demonstrates how integrated Kingston Library is in the life and culture of the City of Kingston and the surrounding area. 55 Franklin will be almost 20,000 square feet.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Ulster County Library Association has received the second half of the legislative funding from Ulster County and is now fully funded for the upcoming year. The library will continue to provide popular services, such as Kanopy, a wide variety of museum passes, Universal Class, and Major Daily Newspapers online.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Addie Smock shared that there is a “Staff Picks” display, which will be changed to “Patron Picks.” Any patron, including board members, can make a recommendation. Email Addie.
- There is a new feed for the book club - books that have been shortlisted.
- Addie finalized details today on seed sowing with the Hudson Valley Plant Exchange. If anyone has native seeds (to support pollinators), talk with Addie. Frances has a connection.
- This month’s *Movies with Spirit* will show the live Broadway production of “Waitress.” Saturday, December 20, 2025 at New Connections United Methodist Church on Main Street in New Paltz at 7pm.
- Ursula extended holiday greetings and shared candy.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:09PM.

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

RESOLUTIONS

12-2025-1: Motion: Ursula Inghem seconded by Hayley Downs, to approve the agenda for the Board of Trustees (BOT) meeting for December 18, 2025. Motion approved unanimously 6-0.

12- 2025-2: Motion: Hayley Downs, seconded by Joseph Braby, to approve the minutes of the Regular BOT Meeting of November 20, 2025. Gerry Harrington made an amendment to change a portion of the Community Engagement Committee notes from “City of Kingston” to “Kingston

Mayor, Steve Noble, and Common Council Member, Sara Pasti.” Motion approved unanimously 6-0. During the Standards and Development Committee update, Frances Cathryn shared that their meeting was cancelled.

*12-2025-3: **Motion:*** Sarah Wenk, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$351,284.95. Discussion ensued. Motion approved unanimously 6-0.

*12-2025-4: **Motion:*** Sarah Wenk, seconded by Frances Cathryn, to accept pre-audit vouchers in the amount of \$6,928.83. Motion approved unanimously 6-0.

*12-2025-5: **Motion:*** Joseph Braby, seconded by Sarah Wenk, to approve Change Order 5-007 with Mehl Electric to install four additional site bollards in the amount of \$21,489.00. Motion approved unanimously 5-0 (Ursula left the room).

*12-2025-6: **Motion:*** Joseph Braby, seconded by Gerry Harrington, to approve Change Order 3-003 for SRI Fire Sprinkler to add a sprinkler drain at the backflow preventer to allow maintenance drainage of basement sprinkler lines in the amount of \$1,557.00. Motion approved unanimously 6-0 (Ursula returned).

*12-2025-7: **Motion:*** Joseph Braby, seconded by Gerry Harrington, to approve Construction Change Directive 1-016 for MHCM to install two additional site bollards adjacent to the East Main Entry in the amount of \$3,619.04. Motion approved unanimously 6-0.

*12-2025-8: **Motion:*** Sarah Wenk, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:09PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary