

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JANUARY 15, 2026, 6:00PM
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

CALL TO ORDER at 6:32PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (8):

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

Board Members Absent (1):

Andrea Gatzke, Treasurer

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely; joined at 6:37PM)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of January 15, 2026
Minutes, Regular Board of Trustees (BOT) Meeting of December 18, 2025
Financial Highlights Report – January 13, 2026
Balance Sheet – as of December 2025
Budget v Actual Summary – December 2025
Budget v Actual – December 2025
Voucher Report – for January 2026 Meeting
Pre-Audit Voucher Report – for January 2026 Meeting
Donation Activity – December 2025
Operations Committee Report – Meeting of January 8, 2026
20260115 Kingston library soffit painting estimate
20260115 Kingston library hallway wall estimate
20260115 Kingston library basement 1x4 install
20260115 MHCM CCD 1-017 Calgi BRM signed
President's Report – January 15, 2026
Director's Report – January 15, 2026
Capital Checking Account Transactions – as of December 31, 2025
Operating Checking Account Transactions – as of December 31, 2025

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Hayley Downs, seconded by Lisa Lerner, to approve the agenda for the Board of Trustees (BOT) meeting for January 15, 2026. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF DECEMBER 18, 2025. Motion: Joseph Braby, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of December 18, 2025. Motion approved unanimously 8-0.

HIGHLIGHTS OF FINANCIAL DOCUMENTS

Sarah Wenk (in place of Andrea Gatzke) reviewed the Balance Sheet, Budget vs. Actual, Voucher Reports and Donations which were sent to the board members in advance. There are seven budget modifications this month.

Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the budget modification #2025-10 to account for restricted donation from FOKL and related expense accounts. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Hayley Downs, to approve the budget modification #2025-11 to transfer funds from Software general to Other Charges/ payroll in the amount of \$850.00. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the budget modification #2025-12 to transfer funds from Rent/repair Office Equipment (\$2,400) and Custodial Supplies (\$600) to Fuel and Utilities to account for higher than estimated expense for two buildings in the amount of \$3,000. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Frances Cathryn, to approve the budget modification #2025-13 to transfer funds from Custodial Supplies (\$1,700) and Travel/ Conference (\$700) to Insurance policies in the amount of \$2,400.00. Motion approved unanimously 8-0. (Suzanne joined remotely at 6:37pm.)

Motion: Sarah Wenk, seconded by Laura Brown, to approve the budget modification #2025-14 to transfer funds from Travel/ Conference to Other Operations in the amount of \$200.00. Motion approved unanimously 8-0.

Motion: Sarah Wenk seconded by Gerry Harrington, to approve the budget modification #2025-15 to transfer funds from Library Director Medical Insurance to Library Director Pension (\$200) and Library Director Social Security (\$700) in the amount of \$900.00. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Lisa Lerner, to approve the budget modification #2025-16 to transfer funds from Other Staff Longevity to Other Staff Social Security in the amount of \$200.00. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Laura Brown, to approve the regular vouchers in the amount of \$286,314.39. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Hayley Downs, to accept pre-audit vouchers in the amount of \$16,024.60. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Lisa Lerner, to accept December donations in the amount of \$ 5,106.05. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington reported that the Friends’ annual appeal took in around \$1,500. They are correcting the calendar of meetings to be the second Tuesday of the month. The Friends will take the lead on supporting the events related to the move back to Franklin Street.

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, January 13, 2026. They approved the agenda for this BOT meeting, approved and signed vouchers.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on January 8, 2026 and discussed three proposals from M&P for additional work.

Motion: Joseph Braby, seconded by Hayley Downs, to ratify M&P proposal for basement soffit painting in the amount of \$9,600.00. M&P came in under Mid-Hudson Construction Management’s quote. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Laura Brown, to ratify M&P proposal for main entrance wall repair in the amount of \$2,800.00. M&P came in under Mid-Hudson Construction Management’s quote. Motion approved unanimously 8-0.

Motion: Joseph Braby, seconded by Gerry Harrington to ratify M&P proposal for 1x4 ceiling trim install in the amount of \$950.00. M&P came in under Mid-Hudson Construction Management’s quote. Motion approved unanimously 8-0.

Margie clarified that the Operations Committee has the authority to approve purchases up to \$25,000, but the board then needs to ratify them.

After the Operations Committee meeting, an additional Construction Change Directive #1-017 was received and has been approved by the construction manager and architects.

Motion: Joseph Braby, seconded by Gerry Harrington, to approve CCD #1-017 to modify existing stone foundation walls and footing to accommodate new Door #001 masonry opening requirements in the amount of \$15,634.74. Motion approved unanimously 8-0.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington gave a verbal report. The Community Engagement Committee (CEC) did not meet in January. However, Gerry communicated with Kingston High School and Jennifer O'Donnell regarding the Martin Laforse scholarship to inquire the amount of the scholarships for the 2026 year. The Committee is wrapping up efforts to start the Dog Stick Library. The Committee will be meeting with the Friends to help the planning of the return to Franklin Street. One idea includes painting yellow books on the sidewalk to “follow the yellow book road.”

The Strategic Planning Committee met on January 6, 2026. They almost completed all Community Conversations, including one-on-ones. Hayley completed and is refining two narratives (long and short). Sarah put together 5 objectives for the library's strategic plan, and Gerry added supporting goals based on end statements. They will meet again next Tuesday, January 20, 2026 to further refine this work. Hayley added that this process is wrapping up and they will celebrate in February. Sarah added that the last documents that have been fleshed out by Gerry and Hayley are fantastic. Hayley's report will be linked and included on the website.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on January 15, 2026, prior to this meeting. They discussed the Personnel Policy Part 2. Frances emailed it to the board for a first read, and it is included in the appendix of these minutes. They will also send the Library Director evaluation to the board and staff. There was discussion of having an anonymous option for the staff (which can happen if the evaluation is printed out), but not for the board.

PRESIDENT'S REPORT – Sarah Wenk shared that February 3, 2026 is Library Advocacy Day in Albany. If board members cannot attend, she urged them to contact lawmakers.

She discussed the opening of Franklin Street (TBD). An event will be planned for 2-4 weeks after initial opening. Friends will take the lead on planning, and possibly the Community Engagement committee. Suggestions for the opening can be directed to FOKL. A ribbon cutting event was discussed. The Chamber of Commerce does not do events on the weekends, but suggested Friday, with a community opening event on Saturday.

She shared that the Postcard party was well attended. She urged trustees to contact the governor's office or write letters.

Sarah Wenk attended construction meetings, attended finance meeting with the attorney and city officials. She discussed the question if they will go to bond at this point. BAN (Bond anticipation note) could be higher cost in the long run because of transaction fees (fees for both BAN for another year and for conversion to bonds). If the library knows it will take all the money, it may be advantageous to go straight to bond. This does not require board approval, but for their information.

DIRECTOR'S REPORT – Margie Menard shared that staff member, Marylou Decker, is out until March on short-term disability. Margie is working with part-time clerk, Timmy Bruck, to help with some book processing and cataloging tasks.

Margie found a new vendor for processed books, Author's Note, a small bookstore in Medina, NY. They are now offering their services (adding the covers and labels) to public libraries.

Margie is in conversation with the Friends to start planning a grand opening upon the return to Franklin Street and invited suggestions from the board. She wants to locate and recognize past members of the Friends and acknowledge past & present trustees. They will be inviting past staff members in addition to local dignitaries.

Margie will be participating in Advocacy Days on February 3, 2026, and will provide the board with information for advocacy actions.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – Ulster County Library Association libraries are taking a collective look at how the provision of eBooks are affecting budgets and what action can be taken to help us manage costs while still serving patrons in the best possible way. One consideration is limiting the number of holds patrons can place in Libby. There seems to be some evidence that reducing the number of holds, while maintaining the number of checkouts, helps with managing budgets.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Ursula Inghem asked if tax forms will be available at libraries. Margie said the library will have the basic forms by early February.
- Addie Smock shared that the United Way helps with tax assistance. The Library's service of tax assistance with AARP fills up fast.
- Garry Harrington shared that this month's "Movies with Spirit" is *Carmen* on Saturday, January 17, 2026 at Congregation Emanuel of the Hudson Valley (243 Albany Avenue in Kingston) at 7pm. It is a comedy/drama based on a true story about a woman who gets mistaken for a priest.
- Sarah Wenk shared that she saw a great movie, *The Testament of Ann Lee*

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Sarah Wenk seconded by Ursula Inghem to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:40 PM.

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

RESOLUTIONS

*1-2026-1: **Motion:*** Hayley Downs, seconded by Lisa Lerner, to approve the agenda for the Board of Trustees (BOT) meeting for January 15, 2026. Motion approved unanimously 8-0.

*1-2026-2: **Motion:*** Joseph Braby, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of December 18, 2025. Motion approved unanimously 8-0.

*1-2026-3: **Motion:*** Sarah Wenk, seconded by Ursula Inghem, to approve the budget modification #2025-10 to account for restricted donation from FOKL and related expense accounts. Motion approved unanimously 8-0.

*1-2026-4: **Motion:*** Sarah Wenk, seconded by Hayley Downs, to approve the budget modification #2025-11 to transfer funds from Software general to Other Charges/ payroll in the amount of \$850.00. Motion approved unanimously 8-0.

*1-2026-5: **Motion:*** Sarah Wenk, seconded by Gerry Harrington, to approve the budget modification #2025-12 to transfer funds from Rent/repair Office Equipment (\$2,400) and Custodial Supplies (\$600) to Fuel and Utilities to account for higher than estimated expense for two buildings in the amount of \$3,000). Motion approved unanimously 8-0.

*1-2026-6: **Motion:*** Sarah Wenk, seconded by Frances Cathryn, to approve the budget modification #2025-13 to transfer funds from Custodial Supplies (\$1,700) and Travel/ Conference (\$700) to Insurance policies in the amount of \$2,400.00. Motion approved unanimously 8-0.

*1-2026-7: **Motion:*** Sarah Wenk, seconded by Laura Brown, to approve the budget modification #2025-14 to transfer funds from Travel/ Conference to Other Operations in the amount of \$200.00. Motion approved unanimously 8-0.

*1-2026-8: **Motion:*** Sarah Wenk seconded by Gerry Harrington, to approve the budget modification #2025-15 to transfer funds from Library Director Medical Insurance to Library Director Pension (\$200) and Library Director Social Security (\$700) in the amount of \$900.00. Motion approved unanimously 8-0.

*1-2026-9: **Motion:*** Sarah Wenk, seconded by Lisa Lerner, to approve the budget modification #2025-16 to transfer funds from Other Staff Longevity to Other Staff Social Security in the amount of \$200.00. Motion approved unanimously 8-0.

*1-2026-10: **Motion:*** Sarah Wenk, seconded by Laura Brown, to approve the regular vouchers in the amount of \$286,314.39. Motion approved unanimously 8-0.

*1-2026-11: **Motion:*** Sarah Wenk, seconded by Hayley Downs, to accept pre-audit vouchers in the amount of \$16,024.60. Motion approved unanimously 8-0.

*1-2026-12: **Motion:*** Sarah Wenk, seconded by Lisa Lerner, to accept December donations in the amount of \$ 5,106.05. Motion approved unanimously 8-0.

*1-2026-13: **Motion:** Joseph Braby, seconded by Hayley Downs, to ratify M&P proposal for basement soffit painting in the amount of \$9,600.00. Motion approved unanimously 8-0.*

*1-2026-14: **Motion:** Joseph Braby, seconded by Laura Brown, to ratify M&P proposal for main entrance wall repair in the amount of \$2,800.00. Motion approved unanimously 8-0.*

*1-2026-15: **Motion:** Joseph Braby, seconded by Gerry Harrington to ratify M&P proposal for 1 x 4 ceiling trim install in the amount of \$950.00. Motion approved unanimously 8-0.*

*1-2026-16: **Motion:** Joseph Braby, seconded by Gerry Harrington, to approve CCD #1-017 to modify existing stone foundation walls and footing to accommodate new Door #001 masonry opening requirements in the amount of \$15,634.74. Motion approved unanimously 8-0.*

*1-2026-17: **Motion:** Sarah Wenk seconded by Ursula Inghem to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:40 PM.*

Respectfully Submitted by
Suzanne Campise, Recording Secretary

APPENDIX – PERSONNEL POLICIES PART 2

Recruitment/Hiring

When vacancies occur, the library shall fill them by promotion or transfer if appropriate.
Applicable Civil Service laws apply.

Equal Employment Opportunity

1. Age, race, creed, color, gender, sexual orientation or national origin shall never be grounds to employ or not employ any applicant.

Orientation

1. Within the first two weeks, all new hires will receive an orientation of library information and facts to do their job successfully, including but not limited to:
 - a. A brief introduction to the history and mission of the library
 - b. An overview of the library's structure, such as broader staff hierarchies
 - c. An overview of the library's current educational and community programs and services, including copies of any relevant materials such as newsletters or program guides
 - d. A discussion of the library and neighboring community, including information on where their work station is, where the bathrooms are, where they can take breaks, and good places to grab a bite to eat
 - e. Completing required paperwork (e.g., emergency contact form, benefits enrollment packet if applicable)
 - f. Settling into their new workstation, including securing any supplies or resources they might need – from a desk lamp to an email address (as well as how to login and who to ask if they run into technical questions)
 - g. Library policies and procedures, including risk management strategies - including what to do (and who to call) in case of emergency – and how to best represent the library to members of the public and/or media
 - h. Any internal jargon or acronyms that they might want or need to learn
 - i. Dress and behavior expectations of library team members

Introductory Period

1. All appointments to the staff are made for a probationary period of 26 weeks, during which time the employee may be released for incompetence or misconduct at the discretion of the director. At the end of the probationary period an evaluation of performance will be made, by the director and the employee's supervisor, and then submitted to the Executive Committee of the Library's Board of Trustees for approval.

Following the satisfactory completion of the probationary period, the employment of a full-time staff member — unless appointed on a temporary basis — carries with it all possible assurance of continuous employment as long as the staff member performs the duties assigned in accordance with the policies of the library.

Performance & Evaluation

1. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals, and review and/or revise job descriptions as deemed appropriate. Performance evaluations are scheduled approximately every 12 months by the immediate supervisor, coinciding generally with the anniversary of the employee's original date of hire. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. All evaluations are reviewed by the Executive Director with whom the employee may discuss any unresolved matter. The Personnel Committee of the Board of Trustees will evaluate the performance of the Executive Director.

Evaluation Procedure: Each employee shall meet with their supervisor at least once a year for evaluation purposes. One copy of the result of this evaluation shall be kept on file, and a copy shall be given to the employee.