

**KINGSTON LIBRARY BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING MARCH 19, 6:00PM  
AT THE TEMPORARY KINGSTON LIBRARY LOCATION  
61 Crown Street, Kingston, NY 12401**

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

**ROLL CALL**

**Board Members in Attendance (9):**

Sarah Wenk, President  
Laura Brown, Vice President  
Andrea Gatzke, Treasurer  
Lisa Lerner, Secretary  
Gerry Harrington  
Frances Cathryn  
Joseph Braby  
Hayley Downs (joined at 6:32pm)  
Ursula Inghem (joined at 6:35pm)

**Board Members Absent (0):**

**Others Present:**

Margie Menard, Library Director  
Addie Smock, Assistant Director

**DISTRIBUTION LIST**

Agenda, Board of Trustees (BOT) Meeting of February 19, 2026  
Minutes, Regular Board of Trustees (BOT) Meeting of March 19, 2026  
Financial Highlights Report – March 17, 2026  
Balance Sheet – as of February 2026  
Budget v Actual Summary – February 2026  
Budget v Actual – February 2026  
Voucher Report – for February 2026 Meeting  
Pre-Audit Voucher Report – for February 2026 Meeting  
Donation Activity – February 2026  
Executive Committee Report – Meeting of March 17, 2026  
Operations Committee Report – Meeting of February 12, 2026  
MHCM CCD#19 CCC BRM Signed  
Capital Checking Account Transactions – as of February 28, 2026  
Operating Checking Account Transactions – as of February 28, 2026

**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 March 19, 2026. Motion approved unanimously 7-0.

**PUBLIC COMMENT** – None.

**APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 19, 2026.** **Motion:** Joseph Braby, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of February 19, 2026. Motion approved unanimously 7-0.

### **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 no budget modification this month.

**Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$344,732.24. Motion approved unanimously 9-0.

**Motion:** Andrea Gatzke, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$17,044.20. Motion approved unanimously 9-0.

**Motion:** Andrea Gatzke, seconded by Hayley Downs, to accept February donations in the amount of \$15,448.42. A large portion is from a **Fereday** grant from the Friends which paid for the laptops. Motion approved unanimously 9-0.

**FRIENDS OF THE KINGSTON LIBRARY (FOKL)** – Gerry Harrington shared Ursula Inghem’s notes. FOKL met on March 10, 2026. Heather **Olsen** was re-elected as President and Heather Attebery was re-elected as Secretary. There is a completed Little-Free Library at the Maritime museum. They are discussing having a mobile Little-Free library to move from place-to-place. FOKL will help support the Comicon on April 18<sup>th</sup> from 10-6pm. The Friends asked if they could have a tour of the new building, especially their room downstairs.

**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, March 17, 2026. They approved the agenda for this BOT meeting, approved and signed vouchers. They also discussed the updated renovation project schedule and how it impacts library operations. It would not be beneficial to move to the new location at the end of July/ beginning of August because it is in the middle of summer programming. Moving requires the library cease its operations for a couple of weeks. The suggested alternative is to move at the end of August/ beginning of September

**OPERATIONS COMMITTEE** – Joseph Braby reported that the Operations Committee met on February 12, 2026. They received an updated copy of the renovation project schedule, which is revised regularly. Unfortunately, the format of the document was confusing to follow. It was decided the Joseph Braby and Sarah Wenk will speak to Andrew Laidlaw about how to interpret the schedule. Renovations are not scheduled to be done until July 29, 2026.

**Motion:** Joseph Braby, seconded by Ursula Inghem, to approve the CCD 1-019 from MHCM to modify the height of the guard rail at the new entrance ramp in the amount of \$1,853.15. It will be raised to allow the plywood to go underneath it. Motion approved unanimously 9-0.

#### **COMMUNITY ENGAGEMENT COMMITTEE – No Meeting in March.**

The Strategic Planning subgroup wrapped up its plan and it will be posted on the website. They will celebrate and share a history and report of what they did. The Strategic Plan committee will have their last meeting next week. The board will need to approve the Strategic Plan list.

**STANDARDS AND DEVELOPMENT COMMITTEE** – Frances Cathryn reported that the Standards and Development Committee met on March 19, 2026 prior to this meeting. Andrea Gatzke has been working on the Director evaluation forms, and will go out to staff first, with the proposed deadline in the first week of April. Andrea had also shared the NY Regent rulings on libraries. New policies will need to be put in place. The state librarian has stressed the word “diversity” as in “diversive viewpoints” and Frances confirmed it is included twice. Personnel policies will be reviewed next month.

**PRESIDENT’S REPORT** – Sarah Wenk gave a verbal report that she sent out action items for advocacy and encouraged board members to call Representative Pat Ryan. Margie added that elected official, Michelle Hinchey, can also be contacted. Sarah shared that she attended a webinar on emergency preparedness. She also attended Mid-Hudson Library’s meeting with other library board presidents, who are also doing strategic plans. The key theme she heard is supporting and providing space for the community. Sarah shared that she is proud how the library is staying in budget with its renovation. She attended renovation meetings, and meetings with the lawyers.

**DIRECTOR’S REPORT** – Margie Menard gave a verbal report that she received an invitation to apply to the **Fereday** grant. In the past, the library applied the STEAM/ STEM 3-D printer, the laptops, and programming for youth services.

Camille DePerna will not be around this year to manage the annual vote, and she gave a recommendation for a substitute for this year.

The State mandated annual report continues to be delayed due to the new software update. Mid-Hudson is aware and provided a spreadsheet of questions. Once it is unlocked, they will transfer this information. She plans to bring the information to the board next month for board approval.

At the end of February, the Library collaborated with Harambe for Black History Month and it was a really well-attended event. She highlighted the work of Erin Lauren, the library’s clerk, who designed 13 different bookmarks of people of color within the Kingston community. The library created and printed 100 sets and gave sets to Harambe that they can accept donations for. As more names emerged, Tyrone suggested that the library do the same thing next year with new names and stories.

The library hosted “Movies with Spirit” film *Carmen* a few weeks ago and the room was filled, especially people who do not normally attend the library.

**ULSTER COUNTY LIBRARY ASSOCIATION (UCLA)** – Margie shared about the museum passes, and the library just added a pass for the Mid-Hudson Discovery Museum for kids.

**UNFINISHED/ OLD BUSINESS** – None.

**NEW BUSINESS** – None.

### **PUBLIC COMMENT BY TRUSTEES**

- Gerry Harrington shared that “Movies with Spirit” is this Saturday at 7pm with the film, *The Station Agent*, at Immanuel Lutheran Church – 22 Livingston Street in Kingston.
- Laura Brown shared that she is doing organizing about a property in the Rondout about an old estate. Ideas include a community garden, and invited board members to connect with her. There is a WhatsApp group. The group is meeting on Wednesday, March 25th at 6pm at Tempo – the event space at the church on Wurts St.
- Lisa Lerner shared that The Hudson Valley Tenants Union is having their second meeting at Old Dutch Church on Saturday at 12pm about strengthening tenants’ rights. Homeowners are welcome to come and support.
- She also shared that Taproot Community Land Trust will have an event at Good Work Institute on Friday, April 24th. Taproot seeks to keep the land local, and not with developers, permanently, but owners will still be able to earn equity and sell their units. Taproot interfaces with the Kingston Land Trust and Kingston Land Bank.
- Hayley Downs shared that the TMI project is co-hosting a Queer skating party at Skate Time in Accord on Friday, March 20, 2026. They are partnering with other organizations.
- Andrea Gatzke shared there is a monthly paranormal event at Kestral on the last Thursday of the month.
- Gerry & Margie shared that on Saturday, March 28<sup>th</sup> at 6pm the library is co-hosting a screening of *Yo Indocumentada* (I’m Undocumented) about 3 transwomen in Caracas, Venezuela. In Venezuela, they are not allowed to change their identification. The director will join for a Zoom Q&A. The event is at the Hudson Valley LGBTQ Community Center.

**EXECUTIVE SESSION** – None.

**AJOURNMENT: Motion:** Sarah Wenk, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:28 PM.

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

### **RESOLUTIONS**

**3-2026-1: Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for March 19, 2026. Motion approved unanimously 7-0.

3-2026-2: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to approve the minutes of the Regular BOT Meeting of February 19, 2026. Motion approved unanimously 7-0.

3-2026-3: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the regular vouchers in the amount of \$344,732.24. Motion approved unanimously 9-0.

3-2026-4: **Motion:** Andrea Gatzke, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$17,044.20. Motion approved unanimously 9-0.

3-2026-5: **Motion:** Andrea Gatzke, seconded by Hayley Downs, to accept February donations in the amount of \$15,448.42. Motion approved unanimously 9-0.

3-2026-6: **Motion:** Joseph Braby, seconded by Ursula Inghem, to approve the CCD 1-019 from MHCM to modify the height of the guard rail at the new entrance ramp in the amount of \$1,853.15. Motion approved unanimously 9-0.

3-2026-7: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to adjourn. Motion approved unanimously 9-0. There being no further business to conduct, the meeting adjourned at 7:28 PM.

**Respectfully Submitted by**  
**Suzanne Campise, Recording Secretary**