

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING APRIL 16, 2026, 6:30PM
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 (8):

Sarah Wenk, President
Laura Brown, Vice President
Andrea Gatzke, Treasurer
Lisa Lerner, Secretary
Frances Cathryn
Hayley Downs
Ursula Inghem
Gerry Harrington

Board Members Absent (1):

Joseph Braby

Others Present:

Margie Menard, Library Director
Addie Smock, Assistant Director
Suzanne Campise, Recording Secretary (attending remotely)
Teryl Micknes, Common Council Liaison to the library, Ward 5 Alderperson

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of April 16, 2026
Minutes, Regular Board of Trustees (BOT) Meeting of March 17, 2026
Financial Highlights Report – April 12, 2026
Balance Sheet – as of March 2026
Budget v Actual Summary – March 2026
Budget v Actual – March 2026
Budget Modification #2026-2
Voucher Report – for April 2026 Meeting
Pre-Audit Voucher Report – for April 2026 Meeting
Donation Activity – March 2026
Executive Committee Report – Meeting of April 14, 2026
Personnel Actions Bruck
2025 Annual report for public and association libraries
Fifth Amendment to Lease
President's Report – April 16, 2026
Director's Report – April 16, 2026
Capital Checking Account Transactions – as of March 31, 2026
Operating Checking Account Transactions – as of March 31, 2026

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for April 16, 2026. Motion approved unanimously 8-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF MARCH 19, 2026. Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of March 19, 2026. 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 is one budget modification this month.

Motion: Andrea Gatzke, seconded by Gerry Harrington to approve the budget modification #2026-2 which transfers \$4,000 from Building Repairs and \$4,000 from Furniture and Equipment to the Utilities account due to the unanticipated cost of heat and utilities in both buildings at the time the original budget was prepared. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Laura Brown, to approve the regular vouchers in the amount of \$194,693.56. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Laura Brown , to accept pre-audit vouchers in the amount of \$18,333.73. Motion approved unanimously 8-0.

Motion: Andrea Gatzke, seconded by Lisa Lerner to accept March donations in the amount of \$29.33. Motion approved unanimously 8-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Gerry Harrington reported that Heather Olson said that the Friends will help fund the celebration on the return to Franklin Street, including seeking permits for parade. If the Strategic Planning subgroup needs money to help carry out aspects of their plan, the Friends offered to help .

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, April 14, 2026. They approved the agenda for this BOT meeting, approved and signed and vouchers. They also discussed a request to increase salary for Timmy Bruck due to increased responsibilities in technical processing work when Marylou Decker went on extended medical leave; the 2025 Annual Report for Public and Association Libraries; and, the extension of the lease on 61 Crown Street, which expires on September 30, 2026.

Motion: Sarah Wenk, seconded by Lisa Lerner, to increase salary for Timmy Bruck from \$18/hr to \$20/hr due to increased responsibilities in technical processing work. Motion approved unanimously 8-0.

Motion: Sarah Wenk, seconded by Gerry Harrington, to approve the 2025 Annual Report for Public and Association Libraries. Motion approved unanimously 8-0.

Margie shared a highlight from the Annual Report:

- There is an increase in print books from 2024-2025, despite national trends of decrease. showing a match of patron interests with available books. She gave staff credit for their curation.
- She wants to work on bringing the number of inter library loans down.

Motion: Sarah Wenk, seconded by Frances Cathryn, moved that the board accept the lease extension up to September 30, 2026, if needed. The library can leave earlier with 30-days' notice, if needed. A security deposit was paid. Motion approved unanimously 8-0.

OPERATIONS COMMITTEE – Sarah Wenk reported that the Operations Committee did not meet in April.

COMMUNITY ENGAGEMENT / STRATEGIC PLAN COMMITTEE – Gerry Harrington reported that the Community Engagement Committee did not meet this month. The report and the narrative are developed. The Strategic Plan objectives are presented for approval. This bulleted plan will be on the website, and will be automatically translated. The longer report will be translated by a professional translator.

Motion: Gerry Harrington, seconded by Frances Cathryn, to approve the Strategic plan objectives. Sarah Wenk thanked the ad-hoc committee (of community members and trustees) for their work. Motion approved unanimously 8-0.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on April 16, 2026 prior to this meeting. They discussed the Personnel Policy and the staff review of the Director's performance. They assembled the forms for the board, which will be sent out after this meeting. Responses are requested by May 1st. She thanked Andrea for putting it together.

PRESIDENT'S REPORT – Sarah Wenk reported that she attended weekly construction meetings and checked in with WHO attorneys for updates on the renovation. She met with BRM about extending contract. She also reminded trustees advocacy opportunities and two-year annual training requirements on the MHLS website. Joseph Braby, Ursula Inghem and Frances Cathryn are up for re-election this year. The election date is September 15, 2026 – the third Tuesday of September.

DIRECTOR'S REPORT – Margie Menard shared that she spent most of the month preparing and submitting the annual report, which was on a new software (which was glitchy and delayed) and there was a shorter window to submit it. The Mid-Hudson Library System provided tools

and guidance to help libraries complete. The circulation of print books for all ages has increased from 2024 to 2025.

Margie and Gerry collaborated with the LGBTQ Community Center for a screening of *I, Undocumented*, followed by a Zoom Q&A. The program coordinator suggested a future partnership on a screening of *The Librarians*.

Addie Smock is coordinating a grant writing 101 workshop with two local grant writing consultants on Thursday, May 7th at 12:30pm. The workshop will cover grant basics, prioritizing opportunities, distinguishing and tapping into federal, state and private foundation funding.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) –The library pass for the Discovery Museum is now live; other seasonal passes are also available again.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Lisa Lerner shared about the Community Land Trust event on Friday April 24 from 6-9pm at the Good Work Institute.
- Gerry Harrington shared about “Movies with Spirit.” This month’s film is called *American Fiction*, a satire about a frustrated novelist writes a parody he assumes no one will take seriously - only to watch it explode into a cultural sensation he can’t control. Saturday, April 18th at 3pm at New Progressive Baptist Church, 8 Hone St, Kingston.
- Andrea Gatzke shared that the Comic Expo is this Saturday 10-6pm at St. James and Old Dutch. 75 exhibits with programming and three panels.
- She also shared about petitions on school board.
- Frances Cathryn shared about a podcast about a true crime story on Karen Ramsey. The podcast is called “Long Buried.” There will be 6 episodes all together.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Lisa Lerner, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:24 PM.

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

RESOLUTIONS

4-2026-1: Motion: Ursula Inghem, seconded by Laura Brown, to approve the agenda for the Board of Trustees (BOT) meeting for April 16, 2026. Motion approved unanimously 8-0.

4-2026-2: **Motion:** Andrea Gatzke, seconded by Gerry Harrington, to approve the minutes of the Regular BOT Meeting of March 19, 2026. Motion approved unanimously 8-0.

4-2026-3: **Motion:** Andrea Gatzke, seconded by Gerry Harrington to approve the budget modification #2026-2 which transfers \$4,000 from Building Repairs and \$4,000 from Furniture and Equipment to the Utilities account due to the unanticipated cost of heat and utilities in both buildings at the time the original budget was prepared. Motion approved unanimously 8-0.

4-2026-4: **Motion:** Andrea Gatzke, seconded by Laura Brown, to approve the regular vouchers in the amount of \$194,693.56. Motion approved unanimously 8-0.

4-2026-5: **Motion:** Andrea Gatzke, seconded by Laura Brown , to accept pre-audit vouchers in the amount of \$18,333.73. Motion approved unanimously 8-0.

4-2026-6: **Motion:** Andrea Gatzke, seconded by Lisa Lerner to accept March donations in the amount of \$29.33. Motion approved unanimously 8-0.

4-2026-7: **Motion:** Sarah Wenk, seconded by Lisa Lerner, to increase salary for Timmy Bruck from \$18/hr to \$20/hr due to increased responsibilities in technical processing work. Motion approved unanimously 8-0.

4-2026-8: **Motion:** Sarah Wenk, seconded by Gerry Harrington, to approve the 2025 Annual Report for Public and Association Libraries. Motion approved unanimously 8-0.

4-2026-9: **Motion:** Sarah Wenk, seconded by Frances Cathryn, moved that the board accept the lease extension up to September 30, 2026, if needed. Motion approved unanimously 8-0.

4-2026-10: **Motion:** Gerry Harrington, seconded by Frances Cathryn, to approve the Strategic Plan objectives. Motion approved unanimously 8-0.

4-2026-11: **Motion:** Lisa Lerner, seconded by Ursula Inghem, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:24 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary