

**KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MAY 21, 2026, 6:00PM
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401**

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

ROLL CALL

Board Members in Attendance (7):

Sarah Wenk, President
Andrea Gatzke, Treasurer
Lisa Lerner, Secretary
Frances Cathryn
Hayley Downs
Joseph Braby
Ursula Inghem

Board Members Absent (2):

Gerry Harrington
Laura Brown, Vice President

Others Present:

Margie Menard, Library Director
Suzanne Campise, Recording Secretary (recorded notes from Zoom recording)

DISTRIBUTION LIST

Agenda, Board of Trustees (BOT) Meeting of May 21, 2026
Minutes, Regular Board of Trustees (BOT) Meeting of April 16, 2026
Financial Highlights Report – May 15, 2026
Balance Sheet – as of April 2026
Budget v Actual Summary – April 2026
Budget v Actual – April 2026
Voucher Report – for May 2026 Meeting
Pre-Audit Voucher Report – for May 2026 Meeting
Donation Activity – April 2026
Executive Committee Report – Meeting of May 19, 2026
2027 Working Budget with Comp for Review
Salary Study for Kingston Library_preliminary findings
2026 KL Staff Pay Census with Proposed Increase_revised
Operations Committee Report – Meeting of May 7, 2026
Director's Report – May 21, 2026
Capital Checking Account Transactions – as of April 30, 2026
Operating Checking Account Transactions – as of April 30, 2026

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Ursula Inghem, seconded by Frances Cathryn, to approve the agenda for the Board of Trustees (BOT) meeting for May 21, 2026. Motion approved unanimously 7-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF APRIL 16, 2026. Motion: Frances Cathryn, seconded by Ursula Inghem, to approve the minutes of the Regular BOT Meeting of April 16, 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 modifications this month. April donations were not yet recorded.

Motion: Andrea Gatzke, seconded by Hayley Downs, to approve the regular vouchers in the amount of \$405,946.33. There is a difference from the Financial Highlights report due to an underpayment to HV Techservices and a typo for oFS Carolina. The actual amount for HV Techservices is \$66,300.00, not \$34,800.00. The actual amount of oFS Carolina should be \$57,340.76, not \$7,340.76. Motion approved unanimously 7-0.

Motion: Andrea Gatzke, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$21,686.24. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the Friends is looking for financial donations from the public and they will be soliciting again in the fall. They need 26% of revenue from public donations. The Friends is aiming at early October for opening event at 55 Franklin. This will be their main event for the year. Their little free library will go on a wagon for mobile transport, and they will build another little free library. The Friends will go to the Kingston Farmers Market this summer.

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, May 19, 2026. They approved the agenda for this BOT meeting. The vouchers were delayed but were reviewed and signed prior to this BOT meeting. They reviewed and discussed the 2027 preliminary budget, including the proposed 2027 wage and salary increases. The 2027 draft budget is a total of \$36,934 (3%) increase, from the 2026 budget (The 2026 Approved Budget was a 6% increase over 2025). There will be one budget line for personnel, including the Library Director. The community votes on the tax levy, not the budget. The BOT is responsible for the KPL budget. The community can look at the library budget but does not vote on it.

Andrea Gatzke discussed the Salary Study for Kingston Library, which was also prepared by Sarah Wenk. Currently, the employees of the Kingston Library get a cost of living increase every year with the approval of the budget. The increase averages around 6% and is funded by the

annual budget vote via the tax levy. The document included a summary of current salary practices & reasons for this study; current Kingston library salary data & comparisons; and, conclusions & proposal for salary increases. They concluded that the Kingston Library staff is underpaid, especially in comparison with other units in this region. This factor has been compounded by significant cost-of-living increases in Kingston in recent years. They recommend a 10% raise for full-time employees to bring them closer to similar experience in this area, and for part-time employees, to increase starting hourly wage to \$20.70/hr., a 14% increase, which is the average hourly wage for all non-profits in Ulster County in 2023, as detailed in their report. This was a board-initiated process.

Margie stated that she is happy to answer questions from the board on the budget. The board needs to approve a budget by July meeting, to put to the public for a vote in September.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on May 7, 2026. At the time of the meeting, there were no Change Orders of Construction Change Directives to review. They discussed one anticipated Change Order due to an unexpected finding when replacing the ramp. They also discussed the need to be back at Franklin Street in September.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on May 21, 2026, prior to this meeting. They discussed the Personnel Policies part 3 and sent an editable google document to the Board for a first read and edits for the June meeting. It is also pasted in the Appendix.

PRESIDENT’S REPORT – Sarah Wenk reminded BOT members about their annual training. Frances, Joseph and Ursula are up for re-election. Petitions will be available in July.

DIRECTOR’S REPORT – Margie Menard shared that the KPL has been granted \$25,000 for the 2026 Literacy Bridges: Empowering 21st Century Community Grant, an adult literacy grant in partnership with Amy Lenard, Executive Director of Ulster Literacy Association (ULA). ULA is a trusted partner to immigrant community members, and they provide high quality literacy education.

It is outreaching season. The KPL has already tabled at the opening of The Americans exhibit at Cornell, Creative Arts Center, Kingston’s Annual Earth Fair, the YMCA’s annual Health and Wellness Jam, and My Kingston Kids’ annual Kite Fest. They sign up people for library cards, share upcoming events and programs, add names to the newsletter mailing list, and engage with the community.

She reminded the board that several Ulster County Libraries are coming together for a unified election day on Tuesday, September 15th. The hope is to raise awareness among voters and reduce confusion about when and how people can vote for their local library tax levy and elect their library trustees. The plan is to host the election at 55 Franklin. Addie Smock created an “I Voted” sticker to use on election day.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

- Lisa Lerner shared that the Hudson Valley Tennant Union is announcing its official launch at Academy Green on Wednesday, May 27th (or at the KPL in case of pouring rain) from 6-7pm. They also want to table at the Kingston Farmers Market.
- Frances Cathryn shared about the podcast, Long Berry, a true-crime podcast “with a twist.” There are 6-episodes. Her partner, Philip, got promoted to a Deputy Managing Editor for News for *Times Union*.
- Hayley Downs shared that the TMI Project had the launch of the Julie Novak Story Telling Club last month. It was inspired by the *Join or Die* event last year. It was at the Senate Garage, over 100 people attended, and conversations abound. The next one is on June 3rd at GWI. It is free.
- Joseph Braby restores in theatres in NYC. There was a fire in the theatre where the *Book of Mormon* was. A scaffolding had to be set up to be cleaned by hand, and Joe’s company was contractor. He found his signature there from 36 years ago from when he was the foreman.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Ursula Inghem, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:39 PM.

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

RESOLUTIONS

5-2026-1: Motion: Ursula Inghem, seconded by Frances Cathryn, to approve the agenda for the Board of Trustees (BOT) meeting for May 21, 2026. Motion approved unanimously 7-0.

5-2026-2: Motion: Frances Cathryn, seconded by Ursula Inghem, to approve the minutes of the Regular BOT Meeting of April 16, 2026. Motion approved unanimously 7-0.

5-2026-3: Motion: Andrea Gatzke, seconded by Hayley Downs, to approve the regular vouchers in the amount of \$405,946.33. There is a difference from the Financial Highlights report due to an underpayment to HV Techservices and a typo for oFS Carolina. Motion approved unanimously 7-0.

5-2026-4: Motion: Andrea Gatzke, seconded by Joseph Braby, to accept pre-audit vouchers in the amount of \$21,686.24. Motion approved unanimously 7-0.

5-2026-5: **Motion:** Ursula Inghem, seconded by Frances Cathryn, to adjourn. Motion approved unanimously 8-0. There being no further business to conduct, the meeting adjourned at 7:39 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary

APPENDIX:

Personnel Policies (Part 3)

Employee Code of Conduct

1. Punctuality is essential. Staff members who will be absent for a significant period of time should notify their supervisor or immediate co-workers.
2. Staff should eat out of public view.
3. Conversation between staff members and the public should remain courteous.
4. Staff should not conduct personal business during library business hours except for emergencies.
5. Employees are expected to work with one another in an atmosphere free of harassment (verbal, sexual, physical, or otherwise).
6. Reading while on duty is limited to professional periodicals, book reviews, and the like, unless a staff member's particular assignment requires the reading of other materials.

Anti-Bullying

The library strictly prohibits all acts of bullying, including cyberbullying. Bullying is conduct that meets all of the following criteria:

1. Behavior directed at one or more employees;
2. Substantially interferes with work; and
3. Adversely affects a staff member's ability to contribute positively in the workplace by causing the staff member reasonable fear of physical harm and/or emotional distress.

Examples of bullying behavior may include but are not limited to:

- Spreading malicious rumors, gossip, or innuendo;
- Excluding or isolating someone socially;
- Intimidating a person;
- Undermining or deliberately impeding a person's work;
- Physically abusing or threatening abuse;
- Withholding necessary information or purposefully giving the wrong information;
- Making jokes that are offensive verbally or in writing;
- Intruding on a person's privacy by pestering, spying, or stalking;
- Yelling or using profanity towards another person;
- Criticizing a person persistently or constantly;
- Belittling a person's opinions;
- Unwarranted or undeserved punishment;
- Blocking applications for training, leave, or promotion; and

- Tampering with a person's belongings or work equipment.

A staff member who has experienced or witnessed bullying is encouraged to report the incident as soon as possible to their supervisor. The Library Director will conduct a prompt, thorough, and complete investigation of each alleged incident. Staff members found bullying will be disciplined, which may include termination from employment. The library prohibits reprisal or retaliation against any person who reports an act of bullying. If a staff member has experienced or witnessed bullying by the Library Director, the incident should be reported to the President of the Board.

Anti-Nepotism

Because Kingston is a small community, the Library will accept and consider applicants who are relatives of employees, the Library Director, or a Trustee. The hiring manager will consider all candidates based on their skills and merits and will not give preferential treatment during the hiring process. It is the responsibility of the applicant to disclose any potential or existing relationships that may fall within the purview of this policy.

For the purposes of this policy, the term "relative" shall include relationships established by blood, marriage or legal action. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and any child of that domestic partner.

Grievance Procedure

1. Employees may have a grievance concerning but not limited to:
 - a. Performance evaluation
 - b. Termination of employment
 - c. Salary disputes, including benefits
 - d. Quality of supervision, including, for example, unreasonable requests by supervisors
 - e. Working conditions
2. Normal channels for settlement of complaints
 - a. The employee who has a grievance should attempt to resolve the problem before initiating a formal grievance
 - b. An employee is encouraged to discuss the problem with their immediate supervisor, or if the supervisor cannot solve the problem to the employee's satisfaction, the employee may confer with the Executive Director
 - c. When an employee believes that all normal channels available for settlement of a complaint have been exhausted, the employee may file a formal written grievance with the Board of Trustees

Discipline/Termination

1. If the employer (Kingston Library) must fire an employee, a non-exempt employee will receive two weeks' notice and an exempt employee will receive one month's notice.
2. The employee is expected to give the Library the same notice, except in the case of illness or family emergency.
3. In the case of gross misconduct, an employee will be immediately terminated.
4. Civil Service law will be followed notwithstanding any of the above policies.