

KINGSTON LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JUNE 18, 2026, 6:00PM
AT THE TEMPORARY KINGSTON LIBRARY LOCATION
61 Crown Street, Kingston, NY 12401

CALL TO ORDER at 6:31PM by Sarah Wenk, President

ROLL CALL

Board Members in Attendance (7):

Sarah Wenk, President
Andrea Gatzke, Treasurer
Lisa Lerner, Secretary
Frances Cathryn – left at 7:21pm
Joseph Braby
Ursula Inghem
Gerry Harrington – joined at 6:34pm

Board Members Absent (2):

Laura Brown, Vice President
Hayley Downs

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 June 18, 2026
Minutes, Regular Board of Trustees (BOT) Meeting of May 21, 2026
Financial Highlights Report – June 16, 2026
Balance Sheet – as of May 2026
Budget v Actual Summary – May 2026
Budget v Actual – May 2026
Budget Modification #2026-2
Budget Modification #2026-3
Voucher Report – for June 2026 Meeting
Pre-Audit Voucher Report – for June 2026 Meeting
Donation Activity – May 2026
Executive Committee Report – Meeting of June 16, 2026
2027 Working Budget with Comp for Review
Operations Committee Report – Meetings of June 4, 2026 and June 12, 2026
CCD 1-020 MHCM
CCD 1-021 MHCM
CCD 1-022 MHCM
1-027 MHCM
1-028 MHCM

1-029 MHCM

Community Engagement Committee – Meeting of June 2, 2026

President's Report – June 18, 2026

Director's Report – June 18, 2026

Capital Checking Account Transactions – as of May 31, 2026

Operating Checking Account Transactions – as of May 31, 2026

APPROVAL OF AGENDA FOR REGULAR BOARD MEETING - Motion: Andrea Gatzke, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for June 18, 2026. Motion approved unanimously 6-0.

PUBLIC COMMENT – None.

APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING OF MAY 21, 2026.

Motion: Frances Cathryn, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of May 21, 2026. One edit was made to correct a typo. Motion approved unanimously 6-0.

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 two budget modifications this month.

Motion: Andrea Gatzke, seconded by Joseph Braby, to approve the budget modification #2026-2 which transfers \$5,000.00 to Utilities from Custodial Supplies due to utility expense in two buildings. Motion approved unanimously 7-0. (Gerry Harrington joined in time for this vote).

Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2026-3 transfers \$500.00 to Memberships from Continuing Education due to higher than budgeted memberships. Motion approved unanimously 7-0.

Motion: Andrea Gatzke, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$243,608.00. Motion approved unanimously 7-0.

Motion: Andrea Gatzke, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$44,928.22. Motion approved unanimously 7-0.

Motion: Andrea Gatzke, seconded by Frances Cathryn, to accept May donations in the amount of \$2,228.40. Motion approved unanimously 7-0.

FRIENDS OF THE KINGSTON LIBRARY (FOKL) – Ursula Inghem reported that the friends met on June 9, 2026. They discussed a tentative party at 55 Franklin on October 17th. They are also looking for a wagon for a mobile library. Erica Brown, the VP of Friends, has been unavailable due to family health concerns. The Friends are recruiting members through flyers / QR codes and on social media. They hope to fundraise with local businesses and restaurants that offer discounts.

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, June 16, 2026. They approved the agenda for this BOT meeting, approved and signed vouchers, and discussed the draft of the 2027 proposed budget for review.

Margie shared a 6% increase in the tax levy over the 2026 approved levy or just under \$74,000 total increase. Previous calculation errors were corrected. This budget enables a 10% staff salary increase, a priority and decision of the board based on research and comparison.

Motion: Sarah Wenk, seconded by Ursula Inghem, to approve the draft 2027 proposed budget. Ursula shared that the budget cannot be passed without first passing the tax levy override (an increase of more than 2%). Sarah Wenk tabled this motion.

Motion: Sarah Wenk, seconded by Ursula Inghem, to override the tax levy limit as worded in the Resolution Overriding the Tax Levy Limit Imposed by General Municipal Law §3-c(3) for the 2027 Fiscal Year. Vote was taken by roll call:

Sarah Wenk – Yes
Joseph Braby – Yes
Gerry Harrington – Yes
Ursula Inghem – Yes
Frances Cathryn – Yes
Lisa Lerner – Yes
Andrea Gatzke – Yes

Motion approved unanimously 7-0.

Sarah re-opened the motion to approve the draft 2027 proposed budget. Discussion ensued. There will be a new floor of space for programs at 55 Franklin, and Margie has considered additional staff to account for this. A full-time custodian was also added to this budget. Motion approved unanimously 7-0.

OPERATIONS COMMITTEE – Joseph Braby reported that the Operations Committee met on Thursday, June 4, 2026, and June 12, 2026. One June 4, 2026, they discussed MHCM change orders (COs) 1-027, 1-028 and 1-029. The COs were approved pending Andrew Laidlaw's signature, that signature has now been obtained. The following COs are approved by the committee and are presented for ratification by the full board of trustees.

Motion: Joseph Braby, seconded by Andrea Gatzke, to ratify MHCM change order 1-027 for a credit in the amount of \$95,000 for milling and paving they are not doing. Motion approved unanimously 7-0.

Motion: Joseph Braby, seconded by Ursula Inghem, to ratify MHCM change order 1-028 in the amount of \$3,458.68 for excavating the sprinkler line into the building. Motion approved unanimously 7-0.

Motion: Joseph Braby, seconded by Lisa Lerner, to ratify MHCM change order 1-029 in the amount of \$696.15 to install self-leveling compound. Motion approved unanimously 7-0.

Motion: Joseph Braby, seconded by Gerry Harrington, to ratify MHCM CCD 1-020 for miscellaneous wall repairs and threshold repairs not to exceed \$8,028.75. Motion approved unanimously 7-0.

Motion: Joseph Braby, seconded by Andrea Gazke, to ratify MHCM CCD 1-021 for masonry repairs including lintel and wall repairs and reconstruction in main hall basement not to exceed \$9,601.13. Motion approved unanimously 7-0.

Motion: Joseph Braby, seconded by Gerry Harrington, to ratify MHCM CCD 1-022 for additional framing and block work not to exceed \$6,118.60. Motion approved unanimously 7-0.

COMMUNITY ENGAGEMENT COMMITTEE – Gerry Harrington reported that the Community Engagement Committee (CEC) met on Tuesday, June 2, 2026. They discussed their charge and role in support of the Kingston Library, different from the Friends. They discussed the importance of going out into the community, such as onto porches, sidewalks, festivals and gathering places, with the goal of reaching people who may never enter library doors. They discussed community programs and activities: Porch Readings, Copy Cat, Cantastoria, Edible Book Festival, Human Library and Pop-Up Libraries.

Gerry attended the scholarship awards night for the Martin Laforce Memorial Scholarship. A subcommittee met, including Addie, to decide the winner: Kingston High School Senior, Juan Vargas. This was the largest scholarship ever awarded, \$2,000. Juan will be attending the July BOT meeting.

STANDARDS AND DEVELOPMENT COMMITTEE – Frances Cathryn reported that the Standards and Development Committee met on June 18, 2026 prior to this meeting. They discussed the Personnel Policies Part 3. They began reviewing the Risk Assessment Policy for July.

Motion: Frances Cathryn, seconded by Andrea Gazke, to approve the Personnel Policies Part 3. Motion approved unanimously 7-0. (Frances then left the meeting).

PRESIDENT'S REPORT – Sarah Wenk reported that she attended weekly construction meetings and met with Andrew Laidlaw to discuss renovation project schedule. Jeff is a newly assigned Project Manager. She checked in with WHO attorney regarding updates on the renovation project. She shared the NYS budget information with trustees and encouraged advocacy. Joe, Ursula and Frances are up for re-election on September 15, 2026.

DIRECTOR'S REPORT – Margie Menard reported that this year's Martin Laforse Memorial Scholarship recipient, Juan Vargas, will be joining the board at the July 16th board meeting at 6pm, and encouraged trustees to attend.

The Summer Reading Program for all ages will kick-off next Saturday, June 27th at 11am with an all-ages celebration of Capoeira Angola, the Afro-Brazilian martial arts.

Kingston Library hosted Congressman Pat Ryan's C.A.R.E.S. van mobile office last Friday, June 12, in the meeting room. The library has done this for other elected officials in the past to provide an accessible public space. Assemblymember Shrestha's staff has also provided constituent services. The library makes it easier for elected officials to meet with their constituents.

The library's long-time election clerk, Camille Diperna, will be conducting the election this year after all, as her plans have changed.

Margie was able to show MHLS Executive Director Rebekkah Smith Aldrich around 55 Franklin Street last week. Rebekkah has observed the project from the beginning and has been a tremendous support.

ULSTER COUNTY LIBRARY ASSOCIATION (UCLA) – As part of this year's funding request to the Ulster County Legislature, UCLA will be requesting funding to support participation in the Dolly Parton Imagination Library program for children countywide. This would allow children to register for the program regardless of which municipality they live in in Ulster County.

UNFINISHED/ OLD BUSINESS – None.

NEW BUSINESS – None.

PUBLIC COMMENT BY TRUSTEES

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- Andrea Gatzke shared that Saturday at 2pm will do a program at the library on LGBTQ graphic novels as part of Pride month.
- Gerry Harrington shared about "Movies with Spirit." This month's film is called *Amal*, about a humble New Delhi rickshaw driver whose life of honesty is upended after he shows a simple act of kindness to an eccentric, disguised billionaire. Saturday, June 20th at 7pm at Vivekananda Retreat Ridgely, 101 Leggett Road in Stone Ridge.
- Joseph Braby shared that at 55 Franklin they built an addition to build a staircase. He says the space looks impressive.
- Sarah Wenk will find a date for a tour.

EXECUTIVE SESSION – None.

AJOURNMENT: Motion: Joseph Braby, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:44 PM.

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

RESOLUTIONS

6-2026-1: Motion: Andrea Gatzke, seconded by Ursula Inghem, to approve the agenda for the Board of Trustees (BOT) meeting for June 18, 2026. Motion approved unanimously 6-0.

6-2026-2: Motion: Frances Cathryn, seconded by Lisa Lerner, to approve the minutes of the Regular BOT Meeting of May 21, 2026. One edit was made to correct a typo. Motion approved unanimously 6-0.

6-2026-3: Motion: Andrea Gatzke, seconded by Joseph Braby, to approve the budget modification #2026-2 which transfers \$5,000.00 to Utilities from Custodial Supplies due to utility expense in two buildings. Motion approved unanimously 7-0. (Gerry Harrington joined the meeting in time for this vote).

6-2026-4: Motion: Andrea Gatzke, seconded by Gerry Harrington, to approve the budget modification #2026-3 transfers \$500.00 to Memberships from Continuing Education due to higher than budgeted memberships. Motion approved unanimously 7-0.

6-2026-5: Motion: Andrea Gatzke, seconded by Lisa Lerner, to approve the regular vouchers in the amount of \$243,608.00. Motion approved unanimously 7-0.

6-2026-6: Motion: Andrea Gatzke, seconded by Gerry Harrington, to accept pre-audit vouchers in the amount of \$44,928.22. Motion approved unanimously 7-0.

6-2026-7: Motion: Andrea Gatzke, seconded by Frances Cathryn, to accept May donations in the amount of \$2,228.40. Motion approved unanimously 7-0.

6-2026-8: Motion: Sarah Wenk, seconded by Ursula Inghem, to override the tax levy limit as worded in the Resolution Overriding the Tax Levy Limit Imposed by General Municipal Law §3-c(3) for the 2027 Fiscal Year. Vote was taken by roll call:

Sarah Wenk – Yes
Joseph Braby – Yes
Gerry Harrington – Yes
Ursula Inghem – Yes
Frances Cathryn – Yes
Lisa Lerner – Yes
Andrea Gatzke – Yes

Motion approved unanimously 7-0.

6-2026-9: **Motion:** Sarah Wenk, seconded by Ursula Inghem, to approve the draft 2027 proposed budget. Motion approved unanimously 7-0.

6-2026-10: **Motion:** Joseph Braby, seconded by Andrea Gatzke, to ratify MHCM change order 1-027 for a credit in the amount of \$95,000 for milling and paving they are not doing. Motion approved unanimously 7-0.

6-2026-11: **Motion:** Joseph Braby, seconded by Ursula Inghem, to ratify MHCM change order 1-028 in the amount of \$3,458.68 for excavating the sprinkler line into the building. Motion approved unanimously 7-0.

6-2026-12: **Motion:** Joseph Braby, seconded by Lisa Lerner, to ratify MHCM change order 1-029 in the amount of \$696.15 to install self-leveling compound. Motion approved unanimously 7-0.

6-2026-13: **Motion:** Joseph Braby, seconded by Gerry Harrington, to ratify MHCM CCD 1-020 for miscellaneous wall repairs and threshold repairs not to exceed \$8,028.75. Motion approved unanimously 7-0.

6-2026-14: **Motion:** Joseph Braby, seconded by Andrea Gazke, to ratify MHCM CCD 1-021 for masonry repairs including lintel and wall repairs and reconstruction in main hall basement not to exceed \$9,601.13. Motion approved unanimously 7-0.

6-2026-15: **Motion:** Joseph Braby, seconded by Gerry Harrington, to ratify MHCM CCD 1-022 for additional framing and block work not to exceed \$6,118.60. Motion approved unanimously 7-0.

6-2026-16: **Motion:** Frances Cathryn, seconded by Andrea Gazke, to approve the Personnel Policies Part 3. Motion approved unanimously 7-0. (Frances then left the meeting).

6-2026-17: **Motion:** Joseph Braby, seconded by Gerry Harrington, to adjourn. Motion approved unanimously 6-0. There being no further business to conduct, the meeting adjourned at 7:44 PM.

Respectfully Submitted by
Suzanne Campise, Recording Secretary

THE KINGSTON LIBRARY DISTRICT

Resolution Overriding the Tax Levy Limit Imposed by General Municipal Law §3-c(3) for the 2027 Fiscal Year

At a regular meeting of the Board of Trustees of the Kingston Library District, located in the City of Kingston and County of Ulster, New York, held in said City, on the 18th day of June 18, 2026, at 6:30 o'clock P.M., Prevailing Time.

The following resolution was offered by Sarah Wenk, seconded by Ursula Inghem, to wit;

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Kingston Library District overrides, for the purpose of the Kingston Library District 2027 Fiscal Year budget, the tax levy limit imposed by General Municipal Law §3-c(3).

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Sarah Wenk, President	VOTING <u>YES</u>
Laura Brown, Vice President	VOTING <u>ABS</u>
Andrea Gazke, Treasurer	VOTING <u>YES</u>
Lisa Lerner, Secretary	VOTING <u>YES</u>
Frances Cathryn	VOTING <u>YES</u>
Joseph Braby	VOTING <u>YES</u>
Gerry Harrington	VOTING <u>YES</u>
Ursula Inghem	VOTING <u>YES</u>
Hayley Downs	VOTING <u>ABS</u>