

**Admin Committee Meeting**  
**9/9/2024**

Attendance:

Katie Sheehan (Chair), Charlie Pensabene, Camie Engel, Mari Harris, Jill Dugas Hughes

- Construction Update:
  - Committed funds from contracts have been moved from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve account.
  - Under budget but there may be changes→ use overage for landscaping if it continues to exist
  - Grant does not include windows but the project does→ Jill reached out to Upper Hudson requesting amendment to the plan; wait until grant comes in
  - Phase 1: underway
    - Working on drainage and waiting for review and permission to move forward: storm drainage, parking lot repair at drainage points
    - Painter is available to begin next week
    - Tile will be delivered 9-10-24 (green will be replaced with gray); library will stay open with some disruption (temporary entryways)
  - Phase 2: beginning (earliest) July 1, 2025
    - Roof project: numbers are here, application for construction grant→ we are not in the running so we will not submit because it will prevent us from applying in the future (missed the deadline but we won't be doing the work until the next cycle→ apply by end of August 2025); roof replacement estimate is \$629,475
  - Phase 3: TBD due to funding (2026 or 2027?)
    - Bathroom project: six gender neutral stand alone bathrooms (each has sink, toilet, changing table), one lactation room
  
- Schodack:
  - No updates
  - Jill will attend Schodack Town Board meeting on October 24 along with Nassau and Castleton libraries to present the 2025 budget request.
  
- Budget:
  - Schodack will have budget with commitment to library services in November.
  - East Greenbush Library Budget vote and Trustee Election is 9-17-24
  - October admin meeting: timeline of budget process, NYS Paid Family Leave Act
  - November admin meeting: focus on personnel
  - December admin meeting: focus on Schodack
  
- Reserves Policy: will revisit in January
  
- Health Insurance Buyout:
  - Must be approved by Board in May at the latest
  - Jill will begin gathering information.

- Trading days to offset insurance cost?