

Library Board of Trustees Meeting – Approved 2/25/2025
January 21, 2025, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Katie Sheehan, Vice-President
- Camie Engel, Secretary
- Nichole Krisanda, Treasurer
- Mari Harris, Trustee
- Kayla Kutzscher, Trustee
- Amanda Miller, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Tim Drawbridge, Assistant Director Capital Region Workforce Development Board

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 21, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:01 p.m. and was presided over by Charlie Pensabene, President with Camie Engel as Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Library Board of Trustees meeting to order at 7:01 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- Tim Drawbridge introduced himself. He has recently joined the Library's Community Advisory Council.

OATH OF OFFICE:

- Kayla Kutzscher was sworn in for a five-year term.

ANNUAL ORGANIZATIONAL PAPERWORK:

- Conflict of Interest and the Code of Ethics were distributed to the Board of Trustees to sign.

- The Board Roster was distributed to the Board of Trustees.
- The Bank Signature Card documents will be signed after the board meeting.

COMMITTEE CHAIR APPOINTMENTS:

- Administrative Committee Chair – Amanda Miller
- Services Committee Chair – Katie Sheehan

APPROVAL OF MINUTES:

- **MOTION #2025-01-01:** M. Harris made the motion to approve the minutes from the December 16, 2024, Library Board meeting. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials.

- The Treasurer's report covered both year-end 2024 and recent activity, which may have caused some confusion.
- As of now, 2024 is fully complete, and 2025 is 2.7% complete.
- There was a question about dates on the warrant versus the off-warrant. Warrant dates reflect when bills were received, while off-warrant dates show when checks were issued (for bills paid between meetings). For example, an invoice dated December 5 might appear on a warrant covering December 7 to January 10, as it was received during that time. Warrants typically cut off a few days before a meeting, usually on Wednesday or Thursday.

- **MOTION #2025-01-02:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$169,654.69** for the period of December 7, 2024, through January 10, 2025 as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-01-03:** M. Harris made a motion to authorize the president to sign the Warrant for the period of December 7, 2024, through January 10, 2025, in the amount of **\$40,635.92**. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-01-04:** A. Miller made a motion to approve the January 10, 2025, Financials with 100% of 2024 and 2.7% of 2025 completed, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT: The written director's report was submitted by J. Dugas Hughes.

2024 Director's Report Summary

Key 2024 Accomplishments:

- Noteworthy progress was made on the strategic plan, as detailed in the written report.

2024 Funding Overview:

- 71% of funding comes from the town, 13% from Schodack.
- 13% from restricted funds, including a \$32,610 construction grant.
- Friends of the Library contributed \$50,100, matching this year's budget.

Staff and Board Appreciation:

- Gratitude was expressed for the team's efforts in achieving a successful year.

Statistics Update:

- Increased library usage across most categories (2023-2024)
- Rising usage of physical and digital materials, decline in database usage.
- Building visits up, drive-thru visits down
- Significant increases in program attendance, computer usage, and meeting room usage.

Construction Grants:

- The 2020 construction project closed out, with the final \$9,971 check received.
- 2024 construction project progressing as planned, focusing on windows and entryways while managing budget and exterior EIFS as priorities.

December Highlights:

- **Partnerships:** Strengthened local ties, including with the Capital Region Workforce Development Board, to enhance community programming.
- **Recognition:** The library received a \$200 award from WMHT for "The Great Migration" display project.
- **Inclusive Programming:** 491 adults with diverse abilities visited the library with their 98 day-hab groups, highlighting a growing demand for inclusive programs and services. Volunteer shortages delayed the launch of the Inclusive program, but quarterly programming is being implemented. Trustee/community members are encouraged to assist with recruitment.

- **Air Handler Unit Repair:** \$2,000+ repair made to address leaks; unit needs eventual replacement at an estimated \$80,000. Internal component rebuilding is being done to extend its life.
- **HR Services via Paychex:** Transitioned to Paychex for HR services, including job description reviews, compliance support, and staff manual updates.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. The library is now fully staffed.

- **MOTION #2025-01-05:** K. Sheehan made a motion to approve the January 21, 2025, Personnel Memorandum, as presented. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Town of East Greenbush: N/A

Rensselaer County: N/A

Friends of the Library:

On behalf of Julie Ann Price, J. Dugas Hughes noted the following:

Work Groups:

- Two active work groups: one focused on fundraising and the other on advocacy.

Advocacy Updates:

- The governor's budget proposal shows slight increases in Library Aid but significant cuts to construction aid.
- Advocacy efforts include setting up a table for letter-signing and collecting children's "Why I Love the Library" hearts to present on Advocacy Day.
- Advocacy Day will take place in early February, providing an opportunity to engage with legislators.

Fundraising Efforts:

- Goal to raise an additional \$10,000 through new fundraising events beyond traditional book sales.
- Exploring ideas such as corporate sponsorships, auctions, and event nights at the library.
- Seeking individuals with fundraising skills to join or support the Friends group.

Friends of the East Greenbush Community Library Memorandum of Understanding (MOU):

- Draft MOU includes potential tweaks, such as allowing Friends to raise operational funds (e.g., for hiring a bookkeeper).
- Clarifies that Friends focus on fundraising and support, while programming remains the library's responsibility.

- Language updates to reflect Friends providing volunteer assistance upon request by the library director.
- Growing engagement at Friends meetings, with new members contributing ideas and support regularly.
- Edits will be made and shared at the February meeting with the Library Board and Friends.
- Final approval and signing can occur afterward, as the MOU remains ongoing.

Upper Hudson Library System:

C. Engel noted the following:

- The liaison represents the medium sized libraries in Rensselaer County, not just the East Greenbush Community Library on the Upper Hudson Library System (UHLS) Board, which supports member libraries with training, consulting, grants, advocacy, and shared services like the patron database and delivery.
- UHLS surpassed 1 million digital lending in a year for the first time.

UNFINISHED BUSINESS:

Schodack Contract:

- The Schodack contract has been finalized and signed, thanks to significant effort.
 - The contract is valued at \$400,000, which is lower than requested, but matches the amount anticipated.
- **MOTION #2025-01-06:** M. Harris made a motion to authorize the president to sign the one-year agreement to provide library services to Schodack residents. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

Audit paperwork:

- The audit paperwork has been received, and the auditors are scheduled to visit next week.
 - As part of the process, the board president, Charlie, will sign the engagement letter for audit services.
- **MOTION #2025-01-07:** K. Sheehan made a motion to authorize the president to sign the engagement letter with Bryans & Gramuglia. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.



ADJOURN:

- **MOTION #2025-01-08** Motion to adjourn the January 21, 2025, Board meeting was made by A. Miller at 7:43 p.m. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonskey, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

APPROVED