



Library Board of Trustees Meeting – APPROVED 3/18/2025  
*February 25, 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
- Julie Ann Price, Friends of the East Greenbush Library
- Robert Gramuglia, Auditor (exited at 7:18 p.m.)
- Nicholas Gramuglia, Auditor (exited at 7:18 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 25, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:00 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 7:00 p.m.

**REVIEW OF AGENDA:**

- The agenda was reviewed.

**2024 AUDIT PRESENTATION:**

- Messrs. Robert and Nicholas Gramuglia (Bryans & Gramuglia CPAs, LLC) presented their audit of the financial statements of the East Greenbush Community Library for fiscal year 2024. The Library’s accounting method follows a modified cash basis and financial statements were prepared, accordingly. Depreciation estimates and restricted funds were properly reported. There were no internal control issues discovered during the audit. No changes in accounting policies nor unusual transactions were noted. The audit process was smooth, with full cooperation from management. Audit results indicate that the

financial statements accurately reflect the material documentation maintained by the Library for the 2024 calendar year. The auditors maintain independence from the organization, ensuring an objective audit opinion. The audit report is dated February 25, 2025, marking management's acceptance of the financial statements. No concerns or issues were reported.

**PUBLIC COMMENT:**

- There was no public comment.

**APPROVAL OF MINUTES:**

- **MOTION #2025-02-09:** K. Sheehan made the motion to approve the minutes from the January 21, 2025, Library Board meeting. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

**TREASURER'S REPORT:**

N. Krisanda highlighted the following:

- Capital Reserve & Construction Grant: 90% of the grant has been received, with the remaining 10% expected soon. The project is on track.
- Current revenue excludes public funds, which are expected by mid-February (some funds have already been received).
- Expenses include quarterly payments, yearly subscriptions, three payroll cycles, and larger costs like \$4K for snow removal and \$12,799 for electrical work related to construction.
- Payroll processing charges vary based on the number of employees paid per cycle.
- **MOTION #2025-02-10:** K. Kutzscher made a motion to accept the Off-Warrant in the amount of **\$129,889.06** for the period of January 11, 2025, through February 19, 2025 as presented. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-02-11:** C. Engel made a motion to authorize the president to sign the Warrant for the period of January 11, 2025, through February 19, 2025, in the amount of **\$62,232.85**. Seconded by M. Harris. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-02-12:** K. Sheehan made a motion to approve the February 19, 2025, Financials with 13.4% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

## COMMITTEE REPORTS:

**Administrative:** The written committee report was submitted by A. Miller. Highlights from the written report included discussions regarding: NYS paid family leave (approximately \$5K cost for library), health insurance buyout, PTO, NY Paid Prenatal Leave, Leave for New Parents, and COVID leave policy which will expire on July 31st.

- **MOTION #2025-02-13:** The Administrative Committee made a motion to opt-in to the New York State Paid Family Leave Program, with the costs to be covered by the Library. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

**Services:** The written committee report was submitted by C. Engel. Highlights from the written report included: staff manual, NYS paid family leave, health insurance buyout, COVID leave policy, paid sick leave for part-timers, leave for new parents, and dress code.

**DIRECTOR'S REPORT:** The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

### School Break Week Programs:

- A painting program for kids was a highlight, reaching full capacity.
- Some programs had lower attendance, and one event was rescheduled due to weather.

### Story Time & Surveys:

- Collecting feedback via surveys (27 responses so far).
- Expanding survey distribution via the Patron Point newsletter to all library cardholders.
- Exploring better scheduling for morning, evening, and weekend story times.

### Library Website/Marketing Update:

- Not meeting community needs; working on a significant upgrade.
- Seeking outside funding as costs may exceed the budget.
- Successful engagement; ongoing efforts to market existing library resources more effectively.

### Community Partnerships:

- Collaborating with the Rensselaer County Career Center for monthly job coaching.
- Partnering with Center for Gravity for a Maker Space program focused on business startups.

### Library Visits

- Increased building visits but stagnant drive-thru visits.

### Funding & Grants:

- Applied for the Stewart's Holiday Match Grant—awaiting response.
- Actively seeking funding for sensory story time for children with special needs.
- Open to grant suggestions or sponsorship leads.

### Library Signage Proposal:

- There was a suggestion to explore funding and partnerships for a digital sign to enhance community engagement.

### LIAISON REPORTS:

#### Upper Hudson Library System: C. Engel noted the following:

- Interviews are underway for Director search. Tim Burke's last day will be April 11<sup>th</sup>.

#### Friends of the Library: J. Price noted the following:

- **Book Sale (April 4-6):**
  - Hours are changing on Friday & Saturday—doors will open at 9:00 a.m.
  - Help spread the word to prevent confusion.
  - Teachers & Educators from Schodack and East Greenbush schools are invited to a Thursday night preview to shop the children's section.
- **Other Fundraising Initiatives:**
  - Mother's Day Craft Flowers – Bringing back a team to organize this popular event.
  - Swag Shop Launch – An online store selling reading-themed merchandise (not branded with the Friends or Library logo).
  - Thermometer Fundraising Displays – Visual displays showing fundraising progress for specific library projects (e.g., museum passes, fish tank).
- **Major New Fundraiser: "A Night at the Library":**
  - Silent Art Auction & Gala – Featuring local artists donating or commissioning pieces.
  - Catered event with entertainment in a museum-style setting after library hours.
  - Sponsorship drive – Seeking major corporate sponsors (e.g., Regeneron, Market 32).
  - Fundraising goal: \$10,000
  - Timing:
    - Targeting Fall 2025 (if enough volunteers and sponsors are secured).
    - If not, it may be postponed to Spring or Fall 2026.
  - Help Needed! Volunteers for:
    - Sponsorship outreach
    - Silent auction coordination (especially for artists)
    - Event planning team
- **Awareness & Branding Efforts:**
  - Updating the Friends' tagline to emphasize their contributions beyond library cards.
  - Raising visibility about how donations (not taxes) fund special projects.

### Call to Action:

- Help spread the word about the book sale and new fundraising efforts.
- Know any artists or sponsors? Connect them with the Friends!
- Interested in volunteering? Teams are forming now!

Town of East Greenbush: N/A

**Rensselaer County: N/A**

**UNFINISHED BUSINESS:**

**Oath of Office – Marianne (Mari) Harris:**

Due to the excitement of starting the library year, Mari's trustee appointment was initially overlooked, but it has now been officially resolved, and she is a confirmed trustee.

**NEW BUSINESS:**

**NYS Annual Report 2024:**

- The report was distributed; minor edits were made.
- Financials differ from the audit as this report follows a full cash basis (not modified cash). Large purchases appear as expenses instead of fixed assets. No accounts payable are included.
- The state requires make-and-take kits to be recorded as one-on-one programs rather than group programs. Example: If 300 kits are made and 298 are taken, it is recorded as 300 programs with 298 participants.
- One-on-one programs (e.g., "Book a Librarian") follow a similar method.
- Library operating hours remained the same as the previous year, despite snow days, which was noted as an interesting observation.

K. Sheehan briefly stepped out.

- **MOTION #2025-02-14:** C. Engel made a motion to approve the NYS Annual Report for 2024, as updated. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

K. Sheehan rejoined the meeting.

**Final Audit 2024**

- **MOTION #2025-02-15:** K. Kutzscher made a motion to approve the Annual Audited Financial Statements for 2024. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

**ADJOURN:**

- **MOTION #2025-02-16:** Motion to adjourn the February 25, 2025, Board meeting was made by A. Miller at 8:04 p.m. Seconded by M. Harris. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary