



Library Board of Trustees Meeting – Approved 4/22/2025
March 18, 2025, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

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

Excused:

- Camie Engel, Secretary

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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 18, 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 Amanda Miller as acting 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. C. Pensabene noted that C. Engel has been excused from the meeting.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-03-17:** M. Harris made the motion to approve the minutes from the February 25, 2025, Library Board meeting as amended. Seconded by K. Kutzscher. The motion was carried with 6 in favor, none opposed.

TREASURER'S REPORT: N. Krisanda highlighted the following:

- The library is in good financial standing and within budget.
- **Books & Materials:** Slightly over budget due to upfront subscription costs.
- **Facilities:** 3% over budget, impacted by prepaid maintenance contracts and a 67% increase in the National Grid bill compared to last year.
- **Electronic Resources:** Monitoring spending, as adjustments may be needed later.
- **Major Expenses:** Recent costs include books, the financial audit, and maintenance contracts.
 - **MOTION #2025-03-18:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$62,486.76** for the period of February 20, 2025, through March 11, 2025, as presented. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2025-03-19:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of February 20, 2025, through March 11, 2025, in the amount of **\$24,257.47**. Seconded by K. Kutzscher. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2025-03-20:** K. Sheehan made a motion to approve the March 11, 2025, Financials with 19.2% of the year completed, as presented. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: website project and staff manual.

Services: The written committee report was submitted by K. Sheehan. Highlights from the written report included: staff manual and incident regarding material misuse.

Committee Roles regarding staff manual: The Services Committee oversees review; Administrative Committee handles financial feasibility.

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

Libby (OverDrive) and Hoopla

1) Digital Resource Licensing and Cost Issues:

- **Libby (OverDrive):** Libraries either buy individual titles (which expire after a set number of checkouts) or contribute to a consortium. There are wait times since copies are limited, but it is a curated collection.

- **Hoopla:** Patrons can borrow anything instantly (no wait times), but the library is charged per use, making it far more expensive and difficult to budget. The collection isn't curated by library staff, which means quality control can be an issue.

2) Budget Breakdown:

- **Total materials budget:** \$161,500.
- **Digital resources (Libby & Hoopla) budget:** \$53,690 (33% of the total materials budget).
- **Hoopla's budget share:** 11%, but its usage is already at 13% and growing fast.
- **Libby's budget share:** 89%, with 87% of total digital circulation.

3) Usage Trends & Challenges:

- Wait times on Libby continue to be a challenge, but Hoopla is too expensive to be the primary solution.
- Libby is more heavily used than Hoopla (87% vs. 13%), despite Hoopla's instant access model.
- Music and television/movies are only available on Hoopla, but they make up a small percentage of total digital borrowing.
- Magazines are only available on Libby.

4) Future Considerations:

- The library is constantly reevaluating its budget allocation to balance affordability with patron demand.
- There is discussion at the consortium level about alternative digital vendors, but changes would likely need to take place at a system level.
- If Hoopla costs continue to rise, the library may need to shift funds towards more Libby Advantage purchases (which prioritize local patrons).

5) Patron Feedback is Critical:

- The library encourages feedback on wait times and borrowing preferences to help make funding decisions.
- **Upper Hudson Training:** Charlie and Jill attended the Upper Hudson Director & Board President Training, a full-day annual event.
- **Winter Reading Challenge:** "Bundle Up with a Book" encouraged participants to engage with library resources and fun activities like reading local authors, revisiting childhood favorites, and acts of kindness.
- **New Library of Things Additions:**
 - **Peloton App:** A new streaming service offering exercise, meditation, yoga, and running classes (no equipment required).
 - **Karaoke Machine:** Bluetooth-enabled and compatible with YouTube, Spotify, and USB drives.
- **Purchase Limits:** A \$250 cap remains on new "Library of Things" purchases.
- **Borrowing Policy:** No changes—patrons can still borrow up to three "Library of Things" at a time.

Storytime, Surveys & Programs:

- Surveys are an ongoing part of the strategic plan and actively inform decision-making.
- Storytime surveys are continuously adjusted based on feedback, leading to changes such as keeping Saturday storytimes and seeking funding for a sensory storytime.
- The Monday night storytime was discontinued due to low attendance, despite the demand for more evening programs.
- K-5 programming surveys indicated a preference for events on Saturdays, Fridays, and Wednesdays, guiding future scheduling.
- Program and service planning happens quarterly, ensuring capacity is managed effectively.

Upcoming Documentary and Library Tours: The library will host a screening of *Free for All*, a documentary about public libraries and their historical role in democracy, citizenship, literacy, and social justice, followed by discussions and tours.

Upcoming Trainings & Partnerships:

- Staff Development Day is scheduled for April 28th, with training on safety, public service, and strategic initiatives.
- A new partnership with the Rensselaer County One Stop Career Center will bring office hours to the library.

Trustee Recruitment:

- There are three potential openings next year.
- A recruitment letter has been developed and shared with potential candidates. Trustees are encouraged to distribute it further.
- Personal conversations are the most effective way to recruit, followed by letters, emails, or phone calls.
- The board matrix can help identify skill gaps and guide recruitment efforts.
- The goal is to ensure the board remains diverse and representative of the community.

Annual Report to Community:

- The report includes all finalized data from the annual report and will be shared with the community via social media, print, and indoor displays. It's a state-mandated requirement.

LIAISON REPORTS:

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

Book Sale:

- Teachers from East Greenbush and Schodack are invited to the pre-sale. Other teachers from different districts can attend if they have a teacher ID.
- Volunteer slots are full. Inventory is on track, with an additional four hours of sale time.
- Donations are closed due to lack of storage.
- Hours of book sale: 4/4 • 9-5, 4/5 • 9-4, 4/6 (bag sale) • 11-2:30.



Swag Fundraising Shop (Launching April 1st):

- Items include travel mugs, window clings, and shirts with reading-related slogans.
- Items will be on display near the library entrance.

Night at the Library Event (Tentatively October 18th):

- **Theme:** Celebrating art in various forms (visual, performance, literary, culinary).
- **Silent Art Auction:** Local artists/authors contributing pieces.
- **Live Music:** Two local acoustic guitarists.
- **Decor & Setup:** Fairy lights, electric candles, and potential student decorators.
- **Sponsorship Needed:** Seeking a \$2,500 naming sponsor.
- **Jury Process for Art:** All art will comply with Library Exhibit policy.
- **Additional Ideas:** Chalk art panels, community art installations, and a themed dessert contest.
- **Other:** Friends are requesting approval from the Library Board to allow them to pursue an event liquor license to serve alcohol at the fundraiser.

Upper Hudson Library System: N/A

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS: None

NEW BUSINESS: None

ADJOURN:

- **MOTION #2025-03-21:** Motion to adjourn the March 18, 2025, Board meeting was made by K. Kutzscher at 8:04 p.m. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary