

Administrative Committee Minutes

4/14/2025 • 7:00 PM

Attendance: Amanda Miller (Chair), Charlie Pensabene (President), Kayla Kutzscher (Trustee) Jill Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)
Excused: Nichole Krisanda (Treasurer)

ACTION ITEMS:

- Website Project Update
 - Friends/Library MOU
 - Community Way Update
 - Health & Life Insurance
 - Assistant Director & Office Space
 - Schodack
- 1) **Website Project:** The library completed the selection process for a website redesign project. After reviewing quotes and interviewing six design firms, Renaissance Web Solutions has been chosen to restructure the library's website and is within budget.
 - 2) **Friends/Library MOU:** The committee reviewed and made necessary adjustments. Checks will be made payable to the Friends of the East Greenbush Community Library two times per year rather than on a yearly basis. The Friends will provide volunteer support as needed and requested by the Library Director.
 - 3) **Community Way Update:** The Y, Hawthorne Ridge, and the library split the cost of patching the major potholes on Community Way, approximately \$9K. Major potholes have been repaired. A major repair project will be coming soon. J. Dugas Hughes is waiting on numbers for further repairs.
 - 4) **Health Insurance & Life Insurance:** Health insurance costs have increased, with contribution rates now set at 15% for Silver, 20% for Platinum, and 23% for Gold plans. These changes take effect with the July 1 renewal. The committee reviewed staff participation in the library's health insurance plans and discussed the possibility of increasing the library's contribution. It was determined that an adjustment could be made while still remaining within budget.

Motion: The administrative committee recommends that the library's contribution towards health insurance will be the following, which at the current participation rate is within budget:

Individual – \$1,006/month

Employee + Spouse – \$1,121/month

Family – \$1,380/month

The library received a check for Workers' Compensation following last year's payroll audit. Additionally, the library received a dividend from its umbrella insurance policy.

- 5) **Assistant Director & Office Space:** The current budget includes funding for an Assistant Director position, which remains unfilled. We have been exploring options to add an additional office space to our current layout in collaboration with the architect and furniture consultant. A permanent fixed office space is not financially feasible at this time. As a result, the focus has shifted to a short-term solution—constructing a semi-permanent office space (e.g., a cubicle with walls and a door) within the administrative area. This would serve as the third private office space to accommodate one of three positions requiring a dedicated workspace. The estimated cost for this setup is approximately \$19,000. The committee discussed the potential reallocation of funds to support this effort.

Motion: The Administrative Committee moves to authorize the Director to allocate up to \$25,000 from Non-Restricted Capital Reserves toward office renovations and to proceed with the project.

- 6) **Schodack:** The committee discussed the Schodack contract.