



Library Board of Trustees Meeting – APPROVED 5/20/2025
April 22, 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 President
- Jenn Romer, Friends of the East Greenbush Library Fundraising Co-Chair
- Douglas Morrissey
- Kenneth Newman II

A Library Board of Trustees meeting of the East Greenbush Community Library was held on April 22, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:02 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 7:02 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-04-22:** M. Harris made the motion to approve the minutes from the March 19, 2025, Library Board meeting. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (N. Krisanda):

Spending was normal and within budget. Construction costs were expected. National Grid charges decreased slightly from last month but remain high.

- **MOTION #2025-04-23:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$162,470.06** for the period of March 12, 2025, through April 9, 2025, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-04-24:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of March 12, 2025, through April 9, 2025, in the amount of **\$18,336.35**. Seconded by M. Harris. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-04-25:** A. Miller made a motion to approve the April 9, 2025, Financials with 27.12% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Services: The written committee report was submitted by C. Pensabene. Highlights from the written report included: Employee Handbook and Friends fundraiser.

- **MOTION #2025-04-26:** K. Kutzscher made a motion to approve the April 2025 Employee Handbook which will replace the 2010 Staff Manual. Motion was discussed. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

The Employee Handbook will be distributed to staff at the May 9 full staff meeting.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: website project, Community Way potholes, Friends/Library MOU, health and life insurance, and Assistant Director's office space.

- **MOTION #2025-04-27:** The Administrative Committee made a motion to authorize the Director to sign the Memorandum of Understanding (MOU) between the Friends of the East Greenbush Community Library (FOEGCL) and the East Greenbush Community Library, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-04-28:** The Administrative Committee made a motion to approve the library's contribution rates towards health insurance to 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

Motion was discussed. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

- **MOTION #2025-04-29:** The Administrative Committee made a motion to authorize the Director to allocate up to \$25,000 from Non-Restricted Capital Reserves toward office renovations and to proceed with the project. Motion was discussed. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT (J. Dugas Hughes):

Highlights

- *Free For All* documentary screening on June 4 with library tour and Q&A. All are encouraged to attend and help spread the word. It's a timely and inspiring film, especially relevant for those deeply involved in library advocacy.
- March visits up 5% (12,000+), with strong program attendance and 135 new library cards.
- Continued emphasis on reaching underserved groups as part of the library's strategic goal to build community connections.
- High meeting room demand (112 community-hosted events); kindergarten visits; new intergenerational programming coming soon with Hawthorne Ridge; Books by Mail (4 users).
- Website redesign is underway, under budget.
- Seeking funding for Sensory Storytime, with some private donations already secured.
- 400 participants completed the year-long reading challenge.
- Digital use up 9%; youth circulation steady; 4,800 books read in youth programs last month; hosted 15 story times.
- One Stop Career Center partnership launches May 12.
- The library is partnering with Rensselaer County to host a OneStop Career Center, offering career services once a month starting May 12th. A few people have already signed up.
- Hosted AI for Small Businesses class; staff AI training ongoing.
- Looking to connect with home-based businesses.
- Capital project progressing; \$239,000 paid to-date; exterior lighting complete; EIFS power wash in preparation for new finish complete.

Personnel Updates:

- Staffing has been stable, and all positions are filled. The next major step is filling the Assistant Director role, which is crucial for moving the strategic plan forward.



- The library will be closed on Monday, April 28 for a Staff Development Day, focusing on safety and team building.

LIAISON REPORTS:

Upper Hudson Library System (C. Engel):

- New director Chris Sagaas from the Utica Public Library starts June 1.
- The Annual meeting is scheduled for June 11 at Rev Hall.

Friends of the Library (J. Price):

- Spring book sale raised over \$10,000. Plans to expand ongoing sale space. Special thanks for the donated highway signs by Chris Pratt of Pratt Construction.
- Upcoming/Ongoing: Night at the Library event planning (seeking sponsorships), t-shirt sales, flower sale, and potential Hoffman fundraiser.

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS: None

NEW BUSINESS:

President appointed Ad Hoc Trustee Recruitment Committee formed (K. Kutzscher, A. Miller, K. Sheehan, and M. Harris). Committee will

- Organize and plan the intake process for interested candidates
- Review and respond to a strong pool of applicants received recently
- Help with outreach and communication about trustee responsibilities

ADJOURN:

- **MOTION #2025-04-30:** Motion to adjourn the April 22, 2025, Library Board meeting was made by K. Kutzscher at 8:06 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