

## Administrative Committee Minutes

5/5/2025 • 7:00 PM

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

### ACTION ITEMS:

1. Upcoming Construction Projects
2. Asst. Director Office
3. Personnel Update

### 1) Upcoming Construction Projects:

- **EIFS** – This is a three-step process with the first round completed. Some minor tasks remain, like painting electrical boxes to match steel beams and installing the fabric canopy.
- **Windows** – Currently waiting on installation, delivery has been delayed.
- **Road** – Major potholes have been patched, but full resurfacing is being deferred until 2027 due to high cost. It may be partially funded through a grant, though approval is uncertain due to shared ownership.

The committee discussed upcoming potential capital costs and projects:

#### Flat Roof Replacement (2026)

- Estimated cost: \$575,000 (without solar).
- Requires a construction grant due to limited capital reserve.

#### Solar Panel (2026)

- Estimated cost: \$481,000 (in addition to the roof).
- A grant application for \$250,000 has been submitted to EBSCO.
- Total solar cost is adjustable based on array size.
- No guaranteed rebates or federal incentives expected.

#### Carpet Replacement (2026/2027)

- The carpet is approximately 13 years old and in poor condition.
- Awaiting pricing; potential for full or phased replacement.



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- Plan includes moving shelves to avoid locking in furniture placement.
- Not eligible for grant funding unless it's part of a larger renovation.

**Bathrooms (2026/2027)**

- Possible start in 2026 if funding allows.
- \$250,000 in state funding requested but not yet confirmed.

**Air Handling Unit (2025)**

- The unit that circulates air is failing (leaking coils).
- Parts are unavailable, so replacement is likely necessary soon.
- Will attempt to cover costs through the operating budget or capital reserves depending on the final quote.

**Concerns:**

- The increasing cost of materials due to tariffs is a significant concern.
- All major facilities projects (roof, HVAC, flooring, bathrooms, solar) will drive budget planning for 2026 and beyond.

**2) Assistant Director Office:**

- A new permanent office is proposed to be located in the main storage room, costing approximately \$18,000 total, including furniture.
- This option minimizes disruption by eliminating the need to relocate cubicles and is more cost-effective.
- The office would be built with standard ceiling height (not above drop ceiling), including HVAC, electric, acoustics, carpeting, and ceiling work.
- Concerns were raised about workflow and access, particularly the movement of carts and boxes, which may now have to go through the main library, potentially causing carpet wear.
- Storage items will need to be cleared, relocated, or removed.
- An alternative office layout would cost about \$23,000 but involve more staff disruption and locker relocation.
- The plan is to post the new position soon, with the new hire temporarily sharing an office with the director. This depends on the contractor confirming they can start work soon.

**3) Personnel Update:**

- Update provided on several anticipated planned temporary and permanent staffing changes which will require hiring temporary and permanent staff in the



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youth and borrower services team. At this time, we have re-hired a former substitute librarian.

- Plan on posting anticipated job opening postings shortly.