



Library Board of Trustees Meeting – APPROVED 6/17/2025
May 20, 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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 20, 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.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-05-31:** K. Kutzscher made the motion to approve the minutes from the April 22, 2025, Library Board meeting as amended. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER’S REPORT (N. Krisanda):

- The library is in good financial standing.

- **MOTION #2025-05-32:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$152,413.30** for the period of April 10, 2025, through May 9, 2025, as presented. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-05-33:** C. Pensabene made a motion to authorize the president to sign the Warrant for the period of April 10, 2025, through May 9, 2025, in the amount of **\$36,544.44**. Seconded by A. Miller. Motion was discussed. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-05-34:** C. Pensabene made a motion to approve the May 9, 2025, Financials with 35.3% 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 K. Sheehan. Highlights from the written report included: Employee Handbook and Meeting Room Policy.

- **MOTION #2025-05-35:** The Services Committee made a motion to approve the amended Meeting Room Policy. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

The Meeting Room Policy will go into effect at the end of May.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: Upcoming construction projects, Assistant Director office, and personnel update.

Trustee Recruitment (Ad Hoc):

- Trustee vacancies will remain open for now, with recruitment efforts shifting to the fall. The committee will stay active to support summer outreach and help develop and distribute recruitment materials, continuing to offer input on the process.

DIRECTOR'S REPORT (J. Dugas Hughes):

Highlights

- There was a strong April performance with 13,000 in-person visits and 10,000 website visits (egllibrary.org) – up 7% from last year; likely boosted by the book sale.
- **Website Update:** New design is not yet live, but minor updates have already improved traffic.
- **Drive-Thru Window:** Usage continues to decline – under 500 checkouts in April.
- **Borrowing Trends:** Physical borrowing was down 9%, but digital borrowing increased by 14%.

- **Youth Borrowing:** Slight drop from March (likely due to spring break).
- **Programs & Community Use:** Program attendance was up 33%, meeting room use was up 25%, and 22% increase in new library cards. The “Baby & Me” Yoga Series, Minecraft event, STEAM programs, Book Lovers Adult Reading Challenge all successful.
- **School Outreach:** Hosted six kindergarten classes totaling 92 kids.
- **Rensselaer County One-Stop Career Center:** Partnership has begun with high interest, but some no-shows. Plans to continue and refine this initiative.
- **Multicultural Fair at Columbia High School:** Connected with 100+ attendees, brought the button maker – a consistent crowd favorite.
- **Intergenerational Programming with Hawthorne Ridge:** A joint meeting was held with Adult and Youth representatives and our Community Way neighbor, Hawthorne Ridge. The goal is to connect residents with younger community members.
- **Summer Reading:** Kickoff is scheduled for June 30 with a full-day, library-wide event.
- **Capital Project:** On the third and final round on the ‘Exterior Insulation and Finish System’, EIFS; windows are scheduled for late May into June.

Thank You to the Friends of the Library

- The Friends ran another very successful book sale.
- The Friends assisted with relocating the adult non-fiction, audiobook CD’s, DVD, and periodical collections during Staff Development Day, making more space for the ongoing book sale.
- Their help made a physically demanding task possible and allowed staff to stay focused on patrons – aligning with the strategic goal of focusing on people, not objects.
- The Head of Adult & Information Services expressed in a letter deep gratitude to the Friends of the Library for their vital help relocating materials.

PERSONNEL MEMORANDUM:

- **MOTION #2025-05-36:** M. Harris made a motion to approve the May 20, 2025, Personnel Memorandum, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Upper Hudson Library System (C. Engel):

- UHLS Annual Celebration is on June 11. Awards will be given to Trustee of the Year, Volunteer of the Year, Adult Program of the Year, and Youth and Family Program of the Year.
- UHLS has secured a new tenant for its available rental space: ‘Upstitch’, a woman-owned stitchery business. UHLS will continue to occupy the building and now benefits from additional rental income.
- The New York Liquid Asset Fund, NYLAF, now merged and renamed New York Cooperative Liquid Assets Securities System, NYCLASS, significantly boosted UHLS’s interest earnings. However, NYCLASS is no longer accepting new library participants.

Friends of the Library (J. Price):

Fundraisers:

- Two small fundraisers (flower sales and swag shop) were tried in May but didn't perform well enough to repeat.
- The expanded ongoing book sale continues, aiming to reduce inventory and possibly shift to one annual sale; online book sales are also being considered.

"Night at the Library" Event:

- This is the primary fundraising focus.
- **Sponsorships:** One gold sponsor is confirmed with monthly payments to adjust, two verbal gold sponsor commitments, and one small sponsor already paid. Looking for both financial and in-kind sponsors (e.g., gift cards, services).
- Promotional brochures launch June 1, with monthly updates.
- **Call for Artists:** Now open, with donation or commission-based options.
- **Event Activities:** Includes a raffle and a silent art auction. High-value raffle items are especially welcome.
- Additional help is needed from caterers and student volunteers.

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS:

NYS Comptroller's Annual Financial Report

- **MOTION #2025-05-37:** M. Harris made a motion to approve the Annual Financial Report for the fiscal period 1/1/2024-12/31/2024 to the Office of the New York State Comptroller, as submitted on 4/25/2025. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

- A book made by visiting kindergarteners, featuring their drawings and experiences, was shared with the Board. Additionally, a traveling patron, impressed by the staff's kindness during a brief visit, bought a library t-shirt as a thank you.

ADJOURN:

- **MOTION #2025-05-38:** Motion to adjourn the May 20, 2025, Library Board meeting was made by A. Miller at 8:05 p.m. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary