



Library Board of Trustees Meeting – APPROVED 7/15/2025
June 17, 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
- Amanda Miller, Trustee

Excused:

- Kayla Kutzscher, Trustee

Library staff, Community Partners & Members of the Public:

- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 17, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:04 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 7:04 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.
- C. Pensabene noted that a motion to approve the air handler unit will be deferred to New Business.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-06-39:** M. Harris made the motion to approve the minutes from the May 20, 2025, Library Board meeting. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

TREASURER'S REPORT (N. Krisanda):

- Books and materials were 8% over budget because of upfront subscription costs, with higher use of OverDrive and Hoopla.
- Utilities went 16% over budget and snow removal was 40% higher than expected.
- These increases will be monitored, and the budget will be adjusted if needed. Overall, spending is under budget and funds are sufficient.
 - **MOTION #2025-06-40:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$220,936.47** for the period of May 10, 2025, through June 6, 2025, as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2025-06-41:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of May 10, 2025, through June 6, 2025, in the amount of **\$27,419.79**. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2025-06-42:** K. Sheehan made a motion to approve the June 6, 2025, Financials with 43% of the year completed, as presented. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Services: The written committee report was submitted by K. Sheehan. Highlights from the written report included: Programming Policy and Succession Planning & Board Matrix.

- **MOTION #2025-06-43:** The Services Committee made a motion to approve the Programming Policy, as amended. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: Air Handler Unit, Construction, Personnel update, and Life Insurance.

- **MOTION #2025-06-44:** The Administrative Committee made a motion to propose the approval of implementing a group Basic Term Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees which is estimated within the 2025 personnel benefits budget line. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.

Trustee Recruitment (Ad Hoc):

- Trustee nomination packets will be available on July 15.

DIRECTOR’S REPORT (C. Pensabene on behalf of J. Dugas Hughes):

- Window installation started and the EIFS (Exterior Insulation and Finish System) work is nearly done.
- The Town approved the building permit for the Assistant Director’s office. Construction on the office is scheduled to begin in late June or early July. Assistant Director interviews will begin the week of June 23.
- The Friends of the Library are actively recruiting artists and sponsors for their fundraiser in October.
- The Rensselaer County Career Center continues to grow.
- Summer Reading Kickoff is June 30.
- Library visits increased 20% from May 2024. Physical and digital borrowing also increased.
- Meeting Room Reservations: Increased by 26%.
- Library Cards: Increased by 2%.

PERSONNEL MEMORANDUM:

- **MOTION #2025-06-45:** A. Miller made a motion to approve the June 17, 2025, Personnel Memorandum, as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

LIAISON REPORTS:

Upper Hudson Library System (C. Engel):

- The UHLS Annual meeting went well on June 11.
- A. Miller mentioned the Pride Parade hosted by UHLS. Several libraries attended—great representation.

Friends of the Library (J. Price): N/A

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS: None

NEW BUSINESS:

Establish Budget Development Committee:

- C. Pensabene appointed the following committee members: Nichole Krisanda (chair), Amanda Miller, Kayla Kutzscher, and Charlie Pensabene.
- The first budget committee meeting is scheduled for July 21 at 6:00 p.m.

“Meet the Trustees” Open House Event:

- A possible September date will be chosen for the event. The Trustee Recruitment Ad Hoc committee will finalize the details.

Air Handler Unit:

- The HVAC system has become less effective, likely because of the humidity, and the water circulation isn't working well anymore. A full unit replacement is \$63,980. It was suggested to approve this replacement up to \$65,000 in emergency funds to avoid delays and prevent more stress on the system. The money would come from non-restricted capital.
 - **MOTION #2025-06-46:** A. Miller made a motion to authorize the Director to utilize non-restricted capital reserve funds, up to \$70,000, to replace the air handler unit. Seconded by N. Krisanda. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2025-06-47:** Motion to adjourn the June 17, 2025, Library Board meeting was made by M. Harris at 7:49 p.m. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant
Respectfully submitted by: Camie Engel, Secretary