

Administrative Committee Minutes

7/7/2025 • 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:

- Draft Reserves Policy (distributed 6/2)
- Construction Grant
- Air Handler Repair
- Assistant Director
- Major Gift
- EGPD partnership/Possible land use
- ADA Checklist
- Compensation Study Updates

1) Draft Reserves Policy:

The policy will be adjusted to include a procedure to establish new reserves. The committee will review the final draft at the next committee meeting.

2) Construction Grant:

The construction grant portal is now open. This year's application will include a roof replacement and construction of an Assistant Director Office. The committee noted that the EBSCO solar panel grant was not awarded. While solar was not included in this year's construction grant, it may be considered in future applications once the roof is complete.

Other future projects—such as public bathrooms, carpeting, roadway, and parking lot improvements—remain priorities and will be planned into future grant cycles.

3) Air Handler Unit Repair:

The emergency repair was approved at the June board meeting, and the replacement has been ordered. The estimated lead time for parts is approximately 10 weeks.

4) Assistant Director:

Interviews were held, and an offer will be extended shortly.

5) Major Gift:

A community family has expressed interest in making a significant donation in memory of a child. Initial ideas under consideration include a digital touchscreen table and an outdoor play structure. A formal proposal will be developed and brought to the board for approval once finalized.

6) Potential Partnership and Land Use Discussion:

The East Greenbush Police Department is exploring locations for a new facility and has expressed interest in potential sites near the library. One concept discussed involves the use of the library-owned lot adjacent to the building.

Potential benefits of a partnership could include enhanced public safety, opportunities for shared services, and the possible transfer of road ownership/maintenance responsibilities to the town. Community Way is currently co-owned by multiple partner organizations, which would require coordination.

The committee recommends further exploration of options such as sale, lease, or donation of the lot, and bringing the matter to the full board for consideration.

7) ADA Checklist:

Committee members are encouraged to review the ADA Checklist for Existing Facilities, as part of ongoing equity work and in preparation for the equity challenge.

8) Comp Study Updates:

The last compensation study was conducted in 2022. As a result, several job titles were added to the pay step schedule.

For 2025, job titles and pay rates (minimum, maximum, and average) from selected peer libraries were compared to assess equity. Findings from the 2025 compensation study will be presented to the budget committee for consideration in the 2026 budget process.

Next Meeting Action Items:

- Final Draft Reserves Policy
- Land Use/Partnership Discussion
- Facilities Updates (Assistant Director Office, Construction Grant(s), Air Handler Repair)