

## Services Committee Minutes

7/7/2025 • 5:30 PM

Attendance: Katie Sheehan (Chair – Vice President), Charlie Pensabene (President), Camie Engel (Secretary), Mari Harris (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

### ACTION ITEMS:

- Collection Management Policy (distributed 2/27)
- Library Card Policy (distributed 2/27)
- Candidate Packets, Succession Planning & Board Matrix

#### 1) Collection Management Policy:

A section outlining organizational values and a commitment to diversity was added to align with the library's equity challenge. The committee conducted a final review of the policy.

**Motion:** The Services Committee moves to recommend the approval of the collection management policy as amended.

#### 2) Library Card Policy:

The committee discussed the overview of who's eligible for an East Greenbush library card, including the possible addition of those who work, volunteer, or go to school in the community. The committee suggested adding people who attend or work at the East Greenbush Central School District or other schools within the Town of East Greenbush should be included. The policy is still under review.

#### 3) Candidate Packets, Succession Planning & Board Matrix:

- Candidate packets will be distributed on July 15, incorporating committee input.
- The Succession Planning Policy will be reviewed at the next committee meeting.
- Committee members were reminded to review the Board Matrix and consider current skill sets and gaps as they identify and encourage community members to run for trustee positions.

#### Next Meeting Action Items:

- Library Card Policy
- Succession Planning Policy
- Protecting Vulnerable Populations Policy