



Library Board of Trustees Meeting – APPROVED 9/30/2025  
*July 15, 2025, in person, livestreamed, and recorded*

**ATTENDEES:**

*Presiding Officers:*

- Charlie Pensabene, President
- Camie Engel, Secretary
- Nichole Krisanda, Treasurer
- Amanda Miller, Trustee

*Excused:*

- Katie Sheehan, Vice-President
- Mari Harris, Trustee
- Kayla Kutzscher, 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
- Elaine Rudzinski, East Greenbush Chief of Police (exited 7:45 p.m.)
- Jack Conway, East Greenbush Town Supervisor (exited 7:45 p.m.)
- Colleen Lallier, East Greenbush Director of Finance (exited 7:45 p.m.)
- Dan Fiacco, East Greenbush Commissioner of Public Works (exited 7:45 p.m..)
- Jordan White

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 15, 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.
- Liaison reports will follow public comments.

**PUBLIC COMMENT:**

- Jordan White introduced herself as a prospective trustee candidate.

- Jack Conway, Dan Fiacco, Colleen Lallier, and Elaine Rudzinski attended the meeting to discuss a proposed police station adjacent to the library, located on a portion of the parcel the library currently owns. The current station under the Town Hall is in disrepair and likely won't pass its next inspection. The Town has been looking for land to build a new police station. They consider this site ideal due to its proximity to community resources and have hired an engineering firm to do a proper site survey.
- The Town proposes taking ownership of a portion of the land and maintaining Community Way (plowing, paving, etc.) in exchange. The new building would be police-only, with no court. They propose a quiet, professional facility designed to fit the neighborhood with approximately 40 parking spaces and access from Luther and Michael Roads. Along with the new police station, there would be an impound garage and a sallyport.
- The town committed to transparency and including the library in all planning steps. They acknowledged concerns about public perception and the library's desire to remain a welcoming space for all and proposed using buffers and careful design to maintain separation and allow for library expansion. They described the police force as committed to community policing, which includes de-escalation and strong community relationships.
- Other locations were considered, but the Town believes this is the best option and has applied for up to \$14 million in grant funding. Completion is expected in about two years. Nearby partners are reviewing the plan.

#### **LIAISON REPORTS:**

##### **Upper Hudson Library System (C. Engel):**

- Upper Hudson has a new slate of officers who have officially started their terms, and they will meet in September.
- A member library suggested having a staff member introduce themselves and their role at every third board meeting to help build connections.
- UHLS discussed how some libraries allow employees of local businesses to access library services as if they were town residents by issuing them library cards. A few libraries have varying policies on how they handle this.

##### **Friends of the Library (J. Price):**

- **Sponsorships:** \$5,500 raised so far.
- **Help Needed:** Seeking high-quality, new donations (gift cards, goods, services) for \$25 gift baskets—only 4 assembled so far.
- **Silent Auction:** Goal is 50 art pieces (currently at 21). The bidding will be online via QR codes and open a week before the event.
- **Event Info:**
  - Tickets: \$40
  - Caterer confirmed, Arlington House
  - Desserts donated (doggy bag cookies, seeking more from places like Zachary's or Crisp Cannoli)

- Ticket sales planned to open September 1
- **Board Involvement:** Board will donate a basket. Plan to circulate a spreadsheet to track outreach and donations.
- **Promotion:** Aim to highlight local businesses for community exposure and support.

**Town of East Greenbush:** N/A

**Rensselaer County:** N/A

#### APPROVAL OF MINUTES:

- **MOTION #2025-07-48:** C. Engel made the motion to approve the minutes from the June 17, 2025, Library Board meeting, as amended. Seconded by A. Miller. The motion was carried with 4 in favor, none opposed.

#### TREASURER'S REPORT (N. Krisanda):

- Halfway through the year with expenses mostly on track. The air handler and Assistant Director office costs are within budget, and we made our first payment for Paid Family Leave (PFL) coverage, a new addition this year.
- **MOTION #2025-07-49:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$148,554.22** for the period of June 7, 2025, through July 4, 2025, as presented. Seconded by C. Engel. The motion was carried with 4 in favor, none opposed.
- **MOTION #2025-07-50:** C. Pensabene made a motion to authorize the president to sign the Warrant for the period of June 7, 2025, through July 4, 2025, in the amount of **\$40,909.55**. Seconded by A. Miller. The motion was carried with 4 in favor, none opposed.
- **MOTION #2025-07-51:** C. Pensabene made a motion to approve the July 4, 2025, Financials with 50.7% of the year completed, as presented. Seconded by A. Miller. The motion was carried with 4 in favor, none opposed.

#### COMMITTEE REPORTS:

**Services:** The written committee report was submitted by K. Sheehan but presented by C. Pensabene. Highlights from the written report included: Collection Management Policy, Library Card Policy, candidate packets, and succession planning & Board matrix.

- **MOTION #2025-07-52:** The Services Committee made a motion to approve the Collection Management Policy, as amended. Seconded by C. Engel. The motion was carried with 4 in favor, none opposed.

**Administrative:** The written committee report was submitted by A. Miller. Highlights from the written report included: Draft Reserves Policy, construction grant, air handler unit repair, Assistant

Director, major gift, potential partnership and land use discussion, ADA checklist, and comp study updates.

#### **Trustee Recruitment (Ad Hoc):**

- Trustee candidate packets are now available and include key information: a welcome letter, trustee responsibilities, library fact sheet, trustee roster, strategic plan, current budget, and organizational chart.
- Interested candidates must submit an application form, a recent photo, and a petition with at least 25 signatures from registered voters in East Greenbush (more recommended).
- Petitions are due October 20, and the election is November 17.

#### **DIRECTOR'S REPORT (J. Dugas Hughes):**

- June was a strong month, with a 17% overall increase in visits (library, website, and drive-thru combined). In-person visits rose 19%, website traffic 15%, while drive-thru use continued to decline.

#### **Key stats:**

- **Open:** 256 hours over 29 days.
- **New Library Cards:** 97 issued (45% increase from June 2024).
- **Program Attendance:** Up 41% (3,500+ participants).
- **Meeting Room Use:** Up 76% by outside groups.
- The new meeting room policy—shortening booking times—has drawn some complaints from longtime users, but early data suggests it's improving access for more groups.

#### **Summer Reading officially launched June 30:**

- 193 registered participants on the first day.
- Over 2,100 people attended kickoff—possibly the largest yet.
- Events ran all day: preschool play, crafts, cake, petting zoo, cookout with police, Touch-a-Truck, and a concert with Scarlett Fever.
- A chicken egg incubation station has been set up in the children's room and is being live streamed on YouTube.

#### **Facilities Update:**

- Larger windows will be replaced starting August 11 after summer reading ends.
- Assistant Director office project will begin this summer, and construction is estimated to be 2- 4 weeks, timed with window work.
- The former Head of Adult & Information Services has accepted the role of Assistant Director for Public Services.
- The library has experienced some air conditioning challenges related to humidity and inconsistent temperatures. The issues likely stem from the system controls rather than the HVAC unit itself. The air handler, which is supposed to cool incoming fresh air, isn't working correctly allowing humid air into the building. Repairs are in progress.



**PERSONNEL MEMORANDUM:** No motion necessary

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**EGPD Partnership- potential land-use:**

- This subject will be discussed further when the full board is present.

**ADJOURN:**

- **MOTION #2025-07-53:** Motion to adjourn the July 15, 2025, Library Board meeting was made by A. Miller at 9:16 p.m. Seconded by C. Pensabene. The motion was carried with 4 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

APPROVED