

## Administrative Committee Minutes

8/4/2025 • 7:00 PM

Attendance: Amanda Miller (Chair), Charlie Pensabene (President), Nichole Krisanda (Treasurer), Kayla Kutzscher (Trustee), Jill Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)

### ACTION ITEMS:

- Final Draft Reserves Policy (distributed 6/2, updated 8/1)
- Facilities Updates
  - Assistant Director Office
  - Construction Grants
  - Air Handler Repair, Controls Repair
- Personnel Update

#### 1) East Greenbush Police Department Potential Land Purchase:

The committee discussed the potential land purchase. Like the Services Committee, there's no clear majority to move forward with the land purchase.

#### 2) Final Draft Reserves Policy:

A procedure on creating a new reserve account has been added to the reserves policy.

**Motion:** The Administrative Committee moves to recommend approval of the Reserves Policy as amended.

#### 3) Facilities Update:

Assistant Director Office – Construction will begin soon in coordination with the remainder of the window installation. Permits have been received, and furniture has been ordered.

Construction Grants – The preliminary grant for the roof and Assistant Director's office has been submitted. The final grant deadline is September 1.

Air Handler Repair and Controls Repair – Parts are underway to replace the air handler unit.

The Hurr Room system itself works, but the control system that monitors everything isn't working properly. The issue is being addressed.

#### 4) Personnel Update:

An internal candidate was hired as Assistant Director and will continue handling both roles until a Librarian II is hired in Adult & Information Services; applications are currently being



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accepted. A part-time Maintenance Worker has been hired, and interviews for a full-time Library Assistant in Youth & Family Services are underway.

Upcoming Events/Meetings:

Meet the Trustee Event – TBD

Public Hearing on 2026 Budget – Thursday, October 16

Friends Fundraiser Night at the Library – Saturday, October 18

Trustee Petition Deadline – Monday, October 20

Board of Trustees Meeting – Tuesday, October 21

Trustee Candidate Forum – Thursday, October 23

**Next Meeting Action Items:**

- ADA-Facilities Checklist