



Library Board of Trustees Meeting – APPROVED as Amended 10/21/2025  
*September 30, 2025, in person and livestreamed*  
*(The audio recording was not captured due to technical difficulties)*

**ATTENDEES:**

*Presiding Officers:*

- Charlie Pensabene, President
- Katie Sheehan, Vice-President
- Camie Engel, Secretary
- Nichole Krisanda, Treasurer
- Mari Harris, Trustee
- Amanda Miller, Trustee (arrived at 7:33 p.m.)

*Excused:*

- 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
- Jim McHugh, Town of East Greenbush
- Tom Grant, Rensselaer County Legislator

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 30, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:02 p.m. and was presided over by Charlie Pensabene, President with Camie Engel as Secretary.

**CALL TO ORDER:**

- C. Pensabene called the Library Board of Trustees meeting to order at 7:02 p.m.

**REVIEW OF AGENDA:**

- The agenda was reviewed.

**PUBLIC COMMENT:**

- There was no public comment.

**APPROVAL OF MINUTES:**

- **MOTION #2025-09-54:** M. Harris made the motion to approve the minutes from the July 15, 2025, Library Board meeting, as amended. Seconded by C. Engel. The motion was carried with 5 in favor, none opposed.

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

- The library is in good financial standing with 71.2% of the year completed.
  - **MOTION #2025-09-55:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$426,853.08** for the period of July 5, 2025, through September 17, 2025, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
  - **MOTION #2025-09-56:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of July 5, 2025, through September 17, 2025, in the amount of **\$19,536.59**. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
  - **MOTION #2025-09-57:** K. Sheehan made a motion to approve the September 17, 2025, Financials with 71.2% of the year completed, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

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

- Summer was one of our busiest in recent years, reflecting strong community demand for experiences, digital access, and inclusive programming. Combined July and August visits totaled 49,000, a 16% increase from last summer. Website traffic rose 22%, while drive-thru use continued to decline. Physical borrowing dropped 7%, but digital use grew 22% and now represents 37% of total circulation.
- Program attendance increased 36%, with over 9,000 attendees and 952 participants in the Summer Reading Program. Adult program attendance grew 34% despite the same number of offerings, while youth attendance rose 39% with 19% more programs. Demand for programming continues to outpace staffing capacity, and we will monitor these trends to inform staffing, space, and budget priorities. Volunteers contributed 700 hours this summer, building workforce readiness skills, and the library will partner with the Chamber of Commerce to host a networking event later this fall.
- Meeting room use by outside groups grew 50% over last summer. Outreach included a postcard mailed to new residents, library tours for fifth graders, and preparations to become a primary site for the NYS Tax Prep Assistance Program. Technology highlights include the rollout of the new UHLS catalog app and steady progress on the library's website project, which is scheduled to launch before year-end.
- Facilities improvements also continued. The Assistant Director's office renovation is nearly complete, window replacements are finished, and installation of the air handler unit is forthcoming. The roof replacement grant proposal has cleared its first funding step. Staffing changes included the retirement of a long-time employee.

**Amanda Miller entered the meeting at 7:33 p.m.**

**PERSONNEL MEMORANDUM:**

- **MOTION #2025-09-58:** C. Pensabene made a motion to approve the September 30, 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 (Camie Engel):**

- Received notice of preliminary grant award for roof replacement project.

**Friends of the Library (Julie Ann Price):**

- The Book sale is October 10-12 with teachers having access to the sale on Thursday, October 9.
- Night at the Library Event: Don't miss an evening of art, music, and fun!
  - Tickets \$40 – available at the library or online
  - Sponsorships so far: \$5,600
  - Activities: Live band, catered food, paint & sip, art displays, raffles, and an online-only silent auction.
  - Silent Auction (50 pieces of art) and Raffle tickets (30 raffle baskets) available online; live on October 1.
- Advocacy: Friends will be working on get out the vote campaign for November 17 library budget election. Annual Appeal will be rebranded as "Friends Giving" in coordination with vote advocacy initiative.

**Town of East Greenbush (Jim McHugh):**

- There is no tax increase intended for the 2026 budget.

**Rensselaer County (Tom Grant):**

- October 16 groundbreaking scheduled for Applied Technology Education Center (ATEC); a workforce training center at HVCC designed to prepare graduates for in-demand industries (building systems, automotive and transportation technology, renewable energy, and semiconductor manufacturing).
- The 2026 budget proposal will be presented to the Rensselaer County Legislature on October 16 and will be adopted on December 3.

## NEW BUSINESS:

### Construction Grant Application

- **MOTION #2025-09-59:** M. Harris made a motion to approve the submission of the New York State construction grant application for the roof replacement project; total project cost: \$586,940. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

### Special Board Meeting Announcement:

There will be a special library board of trustees meeting on Monday, October 6 at 6:30 p.m. to discuss the potential land use concept.

## COMMITTEE REPORTS:

**Trustee Recruitment (Ad Hoc):** A few packets were picked up and returned to the library.

**Services:** The written committee report was submitted by C. Pensabene.

Highlights from the written report included: Trustee candidate forum, library card policy, meet a trustee event, and East Greenbush Police Department's interest in purchasing land owned by library.

- **MOTION #2025-09-60:** C. Pensabene made a motion to approve the Library Card Policy, as amended. Seconded by K. Sheehan. 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: East Greenbush Police Department potential land purchase, final draft reserves policy, facilities update, and personnel update.

The reserves policy was discussed by the full board. A recommendation to add threshold amounts to the policy was suggested and referred back to the committee for revision.

**Budget:** The preliminary 2026 draft budget was included in the board packet. It maintains current library services, supports staff and facility needs, continues saving for future capital projects, and results in the same modest tax increase as last year. Special thanks to the budget committee for their work.

- **MOTION #2025-09-61:** C. Pensabene made a motion to exceed the tax cap in 2026. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.
- **MOTION #2025-09-62:** A. Miller made a motion to approve the preliminary 2026 operating budget in the amount of \$2,878,395 to be presented at the public hearing on Thursday, October 16, 2025 at 6:00 p.m. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.



**UNFINISHED BUSINESS:** No unfinished business at this time.

**ADJOURN:**

- **MOTION #2025-09-63:** Motion to adjourn the September 30, 2025, Library Board meeting was made by C. Pensabene at 8:31 p.m. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

APPROVED