

Administrative Committee Minutes

11/3/2025 • 7:00 PM

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

ACTION ITEMS:

- Final Draft Reserves Policy (distributed 6/2, updated 8/1, revisions posted 10/28)
- 2025 Budget Proposed Adjustments
- Contract Updates
- Facilities Updates
- Nominating Committee / Trustee Resignation
- Board Meeting Calendar 2026

1) Final Draft Reserves Policy:

The final draft was reviewed by the committee.

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

2) 2025 Budget Proposed Amendments:

The year-end budget is being reviewed and adjustments are recommended. There is about \$35,000 more in interest and earnings than budgeted.

Recommendations:

- To decrease the technology budget by \$7,000 and shift that to books and materials for Hoopla, which is over budget.
- Add \$30,000 to facilities due to higher expenses and utilities.
- Reduce operations by \$10,000 to help offset increases.
- Reduce salaries & benefits by \$135,460 due to turnover and leaving the assistant director position unfilled for most of the year.
- Transfer an additional \$55,000 to capital reserves to help ensure sufficient funding for upcoming projects.
- The 2026 Schodack budget has a \$56,000 shortfall, which is proposed to be covered by using unspent funds from this year.

Motion: The Administrative Committee moves to propose amendments to the 2025 Library Budget.



3) Contract Updates:

J. Dugas Hughes and C. Pensabene met with Town of Schodack to discuss the 2026 budget. In 2025, the library received \$400,000. For 2026, the library requested \$517,090, but will likely receive \$461,000, which is \$56,090 less than requested and a 15% increase from 2025. The contract is being implemented to also reflect a three- to five-year multi-year agreement providing mutual consistency for both parties.

4) Facilities Updates:

- The air handler unit is currently in the process of being replaced.
- The finishing touches on the Director’s office and the Assistant Director’s office are just about completed.
- The sliding front doors and carpet in lobby have been ordered.
- The SAM grant is just about ready; just need signatures from the Board President and Board Treasurer. This is the grant for \$250,000 for the bathrooms.

5) Board Meeting Calendar 2026:

- Board Meetings will be held the third Tuesday of each month unless otherwise noted, 7–8 PM (longer if needed for executive sessions).
- Board Committee Meetings will be held the first Monday of each month unless otherwise noted.
- Some meetings are adjusted for holidays.
- Budget Committee Meetings are tentative until confirmed with Budget Committee; work starts in June with flexibility.
- Library closures will need to be approved by the board separately.

Motion: The Administrative Committee moves to approve the 2026 Board Meeting Calendar.

Motion: The Administrative Committee moves to approve the 2026 Library Closures.

6) Nominating Committee / Trustee Resignation:

- Nominating Committee which consists of the same members as the Administrative Committee discussed who will fill the four officer positions of President, Vice President, Treasurer, and Secretary for the 2026 year.
- By the end of 2025, only three current board members will remain on the board as there will be two resignations.
- There was discussion about possibly hiring a paid Treasurer.
- Overall, the committee is finalizing how to fill the three remaining officer positions and the fourth open spot while considering timing, training, and potentially paid position.



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There was a question raised about the Upper Hudson Library System liaison appointment. The board can recommend a candidate, but the final appointment is not under their control.

Next Meeting Action Items:

- ADA-Facilities Checklist