

Administrative Committee Minutes

12/1/2025 • 7:00 PM

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

ACTION ITEMS:

- Contract Updates
- Facilities Updates
- ADA-Facilities Checklist
- Nominating Committee – Slate of Officers to be presented at the December 9th Board Meeting
- Land Sale Use/Lease Policy

1) Schodack Update:

J. Dugas Hughes and C. Pensabene will contact Schodack for the final contract number for the 2026 library budget and will discuss a multi-year agreement going forward. Castleton and Nassau libraries requested flat funding.

2) Facilities Update:

- The air handler unit is still in the process of being replaced. There are several components to the completion of the project.
- We are currently seeing lots of condensation on the new windows. We are working on addressing these issues.

3) ADA-Facilities Checklist:

- Need to go through the building to make sure areas are ADA compliant like bathrooms, and entrance.
- Space Audit – add to next year's list as part of the strategic planning component.

4) Nominating Committee:

- There was discussion about the open Treasurer position.
- The committee will email incoming Trustees and ask if anyone would like the role of Treasurer.
- The proposed slate for the other positions is as follows:
 - President: Charlie Pensabene
 - Vice-President: Amanda Miller
 - Secretary: Kayla Kutzscher

5) Land Sale Use/Lease Policy:

- Discussion on what is required, such as the vetting process. All proposed land sales must be reviewed through a formal vetting process to assess feasibility, impact, and alignment with the library's mission.
- After vetting, proposals go to the library board. The Board must approve any proposal before it moves forward.
- Any sale of library-owned land requires a public vote.
- Jill will reach out to attorney and UHLS for guidance.
- The policy should be written by the Services Committee for the Administrative Committee to review after finalization.

Other:

There was a general discussion on space planning. Both committees should be involved or have a subcommittee. Recommend looking into possibly hiring an architect to undertake space planning study for 2026 priority. The subcommittee would likely fall under the Services Committee, just as the Strategic Planning Committee did.

Discussion over the Upper Hudson Liaison position. It was determined that the position represents medium sized libraries in UHLS, not the EGCL. While Camie's library trustee term ends this year, she will remain on the UHLS Board because her term is not up there. She will be invited to attend library board meetings as the UHLS liaison.

Next Meeting Action Items:

- Land Sale Use/Lease Policy
- ADA checklist
- Windows, Air Handler Unit