



Library Board of Trustees Meeting – APPROVED 1/20/2026  
*December 9, 2025, in person, livestreamed, and recorded*

**ATTENDEES:**

*Presiding Officers:*

- Charlie Pensabene, President
- Nichole Krisanda, Treasurer
- Mari Harris, Trustee (entered at 7:12 p.m.)
- Kayla Kutzscher, Trustee
- Amanda Miller, Trustee

*Excused:*

- Katie Sheehan, Vice-President
- Camie Engel, Secretary

*Library staff, Community Partners & Members of the Public:*

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 9, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:01 p.m. and was presided over by Charlie Pensabene, President with Amanda Miller as acting Secretary. The meeting was recorded.

**CALL TO ORDER:**

- C. Pensabene called the Library Board of Trustees meeting to order at 7:01 p.m.

**REVIEW OF AGENDA:**

- The agenda was reviewed.

**PUBLIC COMMENT:**

Two written comments were read aloud by C. Pensabene:

- Anne Cronin: I've read the library's programming policy. I understand that Planned Parenthood's presentation meets the qualifications and guidelines proffered. The least one can say about the organization is that they are a controversial business that relies heavily on encouraging as normal sexual exploration and activity among our youth, with the eventual goal of feeding their main money maker, abortion. I would like to suggest that the library's Programming Policy be amended to include a clause allowing the library to subjectively screen out organizations whose business plans include the care they need.

Presentations, such as the one on menstruation, seem innocent enough, promoting good will in the community by offering needed information. This encourages parents to trust Planned Parenthood as a business that has the well-being of their children at heart, thus laying the groundwork for reaching out to them in the future, when the child's sexual needs are aroused. At that point, however, Planned Parenthood no longer encourages parental involvement, but, in fact, shuns it. And, as children advance with their normal sexual exploration, they will undoubtedly need some of the other services Planned Parenthood offers, namely STD treatment, contraceptives, perhaps gender transitioning hormones, and ultimately, abortion. They are negative influence in our society, and ultimately promote the breakdown of the family, our basic social structure. I'd like to share this message with the board as public comment during this meeting. Thank you for your consideration. Sincerely, Anne Cronin.

- Heidi Liscomb: Dear Jill, We have been regular library users at the East Greenbush Library for over 25 years. The library has been and continues to be an essential resource in our lives, and we sincerely appreciate the opportunity to use it, despite living in a Nassau mailing area. We were shocked to read the news about the potential for the town to invoke eminent domain in order to take possession of the green space next to the library for a new police station, and we couldn't understand how this could actually happen without the input of the community. We had always assumed that the library would expand, as funds allowed, into more community-oriented spaces such as a teen center, an educational garden with a beeyard and cistern, a space for outdoor summer movies, art "make-offs" or almost any other option. Unfortunately, we were unable to attend the town meeting seeking input on the measure, and had been wondering how it all shook out. Thank you so much for posting the letter from you and Charlie Pensebene on the library's website. We were very grateful to read that a police station is no longer an option on that section of green space and hopeful that the community was able to make their voices heard on the matter. Regards, the Liscomb family.

#### **APPROVAL OF MINUTES:**

A name was misspelled in the draft minutes, but will be corrected in the approved minutes.

- **MOTION #2025-12-96:** C. Pensabene made the motion to approve the minutes of the November 18, 2025, Library Board Meeting. Seconded by K. Kutzscher. The motion was carried with 4 in favor, none opposed.

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

- The year is nearly complete, and the library's statistics reflect steady progress. Nothing major or costly occurred.
- **MOTION #2025-12-97:** K. Kutzscher made a motion to accept the Off-Warrant in the amount of **\$285,116.45** for the period of November 15, 2025, through December 5,

2025, as presented. Seconded by C. Pensabene. The motion was carried with 4 in favor, none opposed.

- **MOTION #2025-12-98:** K. Kutzscher made a motion to authorize the president to sign the Warrant for the period of November 15, 2025, through December 5, 2025, in the amount of **\$35,879.40**. Seconded by C. Pensabene. The motion was carried with 4 in favor, none opposed.
- **MOTION #2025-12-99:** A. Miller made a motion to approve the December 5, 2025, Financials with 92.8% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 4 in favor, none opposed.

#### **COMMITTEE REPORTS:**

**Administrative Committee:** The written committee report was submitted by A. Miller. Highlights from the written report included: Schodack update, air handler unit, window issue, ADA facilities checklist, space audit, land sale use/lease policy, and Upper Hudson liaison role.

**Mari Harris entered meeting at 7:12 p.m.**

**Nominating Committee:** The committee reviewed the vacant treasurer position, contacted incoming trustees, and received some interest. The proposed officer slate is:

President – Charlie Pensabene  
Vice President – Amanda Miller  
Secretary – Kayla Kutzscher

The Treasurer position will be determined at the January 2026 Board Meeting.

- **MOTION #2025-12-100:** K. Kutzscher made a motion to approve the slate of officers for calendar year 2026 as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

It was noted that Camie Engel will continue to serve as the UHLS liaison for the East Greenbush Community Library.

**Services Committee:** The written committee report was submitted by M. Harris. Highlights from the written report included: succession planning policy, Mahjong proposal, table of fees, library land use, and proposals for serving vulnerable population policy and group visits policy.

Jordan White will be appointed to fill a board vacancy, which occurred after the 2025 trustee election process was underway. She will serve a 1-year appointment starting in 2026, after taking the oath of office in January.

Mahjong will now become a Library-sponsored program. Mahjong has been volunteer-driven, to date.

- **MOTION #2025-12-101:** The Services Committee made a motion to approve the 2026 Table of Fees, as presented. Seconded by C. Pensabene. Motion was discussed. The motion was carried with 5 in favor, none opposed.

**UNFINISHED BUSINESS:** None

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

- J. Dugas Hughes met with the Superintendent and Assistant Superintendent of EGCSO to discuss new initiatives.
- **Visits & Hours:** Library open 249 hours; total visits 24,343 (16% increase over last November, 12% ahead YTD). Building visits up 14.4%, website up 11%, drive-thru down 6.9%.
- **Materials & Technology:** Physical materials slightly down, digital materials up 5.3%, database use up 8.8%. Wi-Fi and public computer use stable.
- **Programs & Engagement:** 54 group programs and 95 one-on-one services, nearly 2,000 attendees. Program attendance up 28.5%; meeting room use up 25%.
- **Library Cards:** 156 new cards issued (+44% vs. November 2024); active cardholders up 6% from previous November.
- **Key Insights:** Programs are driving strong engagement; physical material use is declining but digital access and programming continue to grow. Opportunity exists to better connect collections with programming to encourage borrowing.
- No personnel changes this month; one part-time library assistant position remains open and is expected to be filled soon.
- Two desktop computers were replaced
- Ongoing maintenance continues while capital projects are being wrapped up.
- The next phase of building work will focus on the roof.
- A window issue from a recent heavy rain is under investigation; it is likely water intrusion rather than condensation and will be resolved.
- A few behavioral incidents occurred but were managed in accordance with library policy.
- **Notable success:** The newly launched program, Period Party, was well received by more than 70 participants, successfully engaging both existing patrons and new Library families.

A. Miller raised a question regarding the website project. In response, the redesign is 50% complete; homepage design strong, backend functionality needs improvement. Navigation and page organization addressed; migration of all pages in progress. Usability feedback incorporated; project taking longer than anticipated. Budget: 50% paid this year, of approximately \$9,000 – costs manageable. Focus remains on ensuring flexibility, functionality, and deciding whether to continue with the vendor.



J. Dugas Hughes expressed gratitude to staff and trustees, acknowledging the past six months as particularly challenging. She praised the team’s dedication, care for the library and community, and the support provided to both staff and patrons.

C. Pensabene thanked everyone for a great year and noted what a great place to be a part of.

It was noted that a Rensselaer County contribution was received, and appreciation was expressed.

**LIAISON REPORTS:**

**Upper Hudson Library System:** N/A

**Friends of the Library:** N/A

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

**Rensselaer County:** N/A

**NEW BUSINESS:**

Trustee plaques were presented to Nichole Krisanda and Mari Harris for their service to the board and community.

**ADJOURN:**

- **MOTION #2025-12-102:** Motion to adjourn the December 9, 2025, Library Board meeting was made by M. Harris at 7:55 p.m. Seconded by N. Krisanda. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary