



Library Board of Trustees Meeting – APPROVED 2/24/2026
January 20, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Amanda Miller, Vice-President
- Kayla Kutzscher, Secretary
- Crystal Derico, Treasurer
- Sarah Boggess, Trustee
- Douglas (Doug) Morrissey, Trustee
- Jordan White, Trustee

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 January 20, 2026, at the East Greenbush Community Library and was livestreamed. It began at 7:00 p.m. and was presided over by Charlie Pensabene, President with Kayla Kutzscher as Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Library Board of Trustees meeting to order at 7:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

OATH OF OFFICE:

- Sarah Boggess was sworn in for a five-year term.
- Crystal Derico was sworn in for a five-year term.
- Douglas Morrissey was sworn in for a two-year term.
- Jordan White was sworn in for a one-year term.

ANNUAL ORGANIZATIONAL PAPERWORK:

- Conflict of Interest and the Code of Ethics policies were distributed to the Board of Trustees to sign.
- The Board Roster was distributed to the Board of Trustees.
- The Bank Signature Card documents will be signed after the board meeting.

COMMITTEE ASSIGNMENTS & CHAIR APPOINTMENTS:

- Services Committee: J. White (chair), D. Morrissey, S. Boggess, C. Pensabene
- Administrative Committee: K. Kutzscher (chair), C. Derico, A. Miller, C. Pensabene

APPROVAL OF MINUTES:

- **MOTION #2026-01-01:** K. Kutzscher made the motion to approve the minutes of the December 9, 2025, Library Board Meeting. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (J. Dugas Hughes):

- Off-warrant bills are expenses that were already paid between meetings and now require retroactive approval. The total amount is \$168,744.56 which includes two payrolls. The largest expenses are payroll and insurance (including health insurance). One notable large expense is \$15,519.51 for the Assistant Director's Office, which is also in the report.
- **MOTION #2026-01-02:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$168,744.56** for the period of December 6, 2025, through January 13, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- The Warrant are checks that are present at each board meeting that need to be signed by the president and treasurer.
- One minor correction was made: a \$30.39 charge from CENGAGE/Gale had to be removed as the bill had been previously paid. That would bring the total for the warrant to \$68,107.58.
- Key expenses includes landscaping (year-end bills), Disability & Paid Family Leave (prepaid for coming year), IT services (TAG Solutions), UHLS membership fees (paid quarterly), OverDrive/Libby digital materials.

A question was raised regarding Community Way.

- The Library, YMCA, and Eddie Hawthorne Ridge each own one-third of the roadway and share all maintenance costs equally, since all users travel the full length.
- Seasons East provides snow removal and landscaping; costs are split three ways.

- The YMCA holds the National Grid contract and bills the library monthly for its share of utilities.
- Any roadway repairs, lighting, landscaping (excluding the library's own sign), and the shared entrance sign are contracted by one party and split three ways; parking lots are maintained separately.
- Major road repairs are needed this spring, and partners are exploring cost-saving and in-house repair options due to high costs.

There was clarification regarding the Toni Murphy expense, which represents water and sewer taxes and covers the full year.

- **MOTION #2026-01-03:** D. Morrissey made a motion to authorize the president to sign the Warrant for the period of December 6, 2025, through January 13, 2026, in the amount of **\$68,107.58**. Seconded by S. Boggess. The motion was carried with 7 in favor, none opposed.

Preliminary Year-End 2025 Financials:

- The report shows a budget vs. actual for 2025 and represents a preliminary final budget; books are nearly closed, with auditors scheduled for the last week in January.
- Revenue: Budgeted \$2,630,600; actual revenue came in at about \$37 over budget.
- Operating expenditures: \$2,594,852, coming in under budget.
- Additional expenditures include \$25,280 for the Assistant Director's Office and \$389,953 for capital projects.
- Savings from the operating budget will remain in fund balance for carryover cash flow, consistent with the reserves policy; no transfers are recommended.
- The \$70,000 Air Handler Unit 2025 project was completed in January of 2026 and the invoice is anticipated within the coming days.

Year-End Restricted Funds Report:

- **Restricted gifts & grants:** \$39,990 received, \$45,011 spent; \$14,077 carried over to 2026.
- **Capital Projects:** Over 50% complete; final 10% of funding expected next year.
- **Grant programs (Adult Information Services & Friends):** Include adult programming, large print books, Hoopla digital books, museum passes, teen and youth program supplies. Approximately \$50,000 in Friends funds (FR) expected.

2026 Financials:

- Year just started; few expenditures (3.6% elapsed).
- Revenue and expenses don't match on the 2026 budget vs. actual report because reserve transfers are excluded (shown on balance sheet).
- Tax levy funds expected mid-February; \$296,965 will be transferred to capital reserves for the roof project.

- Balance sheet as of January 13, total assets down; 10% decrease due to capital spending.
 - New donor restricted gift report shows remaining balance from previous grants; no expenses yet in 2026. New gifts and grants will be added monthly.
- **MOTION #2026-01-04:** J. White made a motion to approve the January 13, 2026, Financials with 3.6% of year completed, as presented. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

General Updates:

- The auditors will begin the audit in the last week of January, with some data already submitted. Board members may observe the process. A full report will be presented to the board at a future meeting.
- The Schodack contract is for \$462,000. The budget will need to be amended, but the amount aligns with prior expectations. The board expressed appreciation for the partnership.
- Insurance & Repairs: Most remediation and repairs resulting from roof leaks are expected to be covered by insurance, subject to a \$5,000 deductible. An \$89,500 repair contract was reviewed. The total replacement value is \$112,275. Insurance coverage applies to all carpet in the main library due to its contiguous nature.
- Replacement of the children's carpet was discussed and deferred to the Administrative Committee.

DIRECTOR'S REPORT (J. Dugas Hughes):

- **Year-end stats:** Finalized with minor adjustments; overall trends remain consistent.
- **Usage trends:** Physical circulation declining; digital usage slightly up. Patrons are increasingly using library spaces and services for engagement rather than just borrowing physical items.
- **Engagement:** In-person visits, new card registrations (+19%), active users (+2%), meeting room use (+27%), programming, and computer use are increasing significantly.
- **Collections:** Usage up compared to pre-COVID, especially databases.
- **Door Counter:** Tracks traffic approximately 90% accurately; main entrance closure affected counts last year, but overall trends remain positive.

PERSONNEL MEMORANDUM:

- A part-time librarian and former full-time staff member resigned effective January 12. The board expressed deep appreciation for her years of dedicated service.

- Two part-time positions are now open, with a promising candidate pool.
- There is currently no active eligibility list for library positions, which provides flexibility in hiring given the limited number of qualified candidates.
 - **MOTION #2026-01-05:** J. White made a motion to approve the January 20, 2026 Personnel Memorandum as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Upper Hudson Library System: On behalf of Camie Engel, C. Pensabene noted the following:

- Advocacy Day is scheduled for Tuesday, February 3
- The UHLS Board approved an evaluation process for the Executive Director.
- In Bethlehem, the AED (defibrillator) was successfully used to save a patron's life.
- Juneteenth is now observed as a holiday for UHLS.

Friends of the Library: N/A

Town of East Greenbush: N/A

Rensselaer County: N/A

The Community Advisory Council is scheduled to meet on February 12 from 6:00-7:30 p.m.

UNFINISHED BUSINESS:

Appointment of Treasurer

- **MOTION #2026-01-06:** A. Miller made a motion to appoint Crystal Derico as Treasurer for 2026. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

Lobby Day: Board members interested in attending Lobby Day are encouraged to participate. The event provides an opportunity to meet with local legislators, who have been very supportive of the library.

ADJOURN:

- **MOTION #2026-01-07:** Motion to adjourn the January 20, 2026, Library Board meeting was made by K. Kutzscher at 7:55 p.m. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary