

Library Board of Trustees Meeting – APPROVED 3/17/2026  
*February 24, 2026, in person, livestreamed, and recorded*

**ATTENDEES:**

*Presiding Officers:*

- Charlie Pensabene, President
- Amanda Miller, Vice-President
- Kayla Kutzscher, Secretary (exited 8:20 p.m.)
- Crystal Derico, Treasurer
- Sarah Boggess, Trustee
- Doug Morrissey, Trustee

*Excused:*

- Jordan White, Trustee

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

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Bob Gramuglia, Auditor (exited 7:18 p.m.)
- Nicholas Gramuglia, Auditor (exited 7:18 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 24, 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.

**2025 AUDIT PRESENTATION:**

- Messrs. Bob and Nicholas Gramuglia (Gramuglia Associates) presented their audit of the financial statements of the East Greenbush Community Library for fiscal year 2025, emphasizing the Board’s fiduciary oversight role and management’s responsibility for accurate financial reporting. The audit reviewed key risk areas, including restricted donations and capital assets, and found no material weaknesses or control deficiencies. Depreciation was the primary estimate reviewed and was determined to be accurate and consistently applied.

- Total assets increased to approximately \$4.2 million due to building improvements, while current assets declined slightly as funds were invested in capital projects. The Library carries no long-term debt, and liabilities are primarily timing-related accruals. Although revenue decreased due to a prior-year one-time grant, tax revenue increased and expenses rose modestly, resulting in a surplus of about \$60,000. Approximately 91% of expenses support programs and 9% administration. The audit concluded with an unmodified (clean) opinion.

#### **PUBLIC COMMENT:**

- There was no public comment.

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

- **MOTION #2026-02-08:** K. Kutzscher made the motion to approve the minutes of the January 20, 2026, Library Board Meeting. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.

#### **TREASURER'S REPORT (C. Derico):**

- The Board reviewed the Off-Warrant report, noting that there were three payroll cycles during the month, which is typical for this period and impacts overall payroll and benefits expenses.
  - **MOTION #2026-02-09:** D. Morrissey made a motion to accept the Off-Warrant in the amount of **\$207,102.03** for the period of January 14, 2026, through February 19, 2026, as presented. Seconded by K. Kutzscher. The motion was carried with 6 in favor, none opposed.
- Notable entries of the warrant included routine legal services and a large expense for the air handler unit, which was approved and issued as part of the warrant.
  - **MOTION #2026-02-10:** A. Miller made a motion to authorize the president to sign the Warrant for the period of January 14, 2026, through February 19, 2026, in the amount of **\$139,010.75**. Seconded by D. Morrissey. The motion was carried with 6 in favor, none opposed.
- Most revenues and expenses aligned with projections, with higher-than-expected revenue from grants and insurance proceeds and lower interest earnings due to timing.
  - **MOTION #2026-02-11:** D. Morrissey made a motion to approve the February 19, 2026, Financials with 13.7% of year completed, as presented. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.

### COMMITTEE REPORTS:

**Services:** The written committee report was submitted by J. White but presented by C. Pensabene. Highlights from the written report included: Friends fundraising, succession planning, renovations, and impact on public services.

- A motion to approve a one-day liquor license for the Friends' evening fundraiser was presented and discussed. The matter was deferred to the Services Committee for further review and determination.

**Administrative:** The written committee report was submitted by K. Kutzscher. Highlights from the written report included: Audit, budget amendment, facilities, roof renovations, bathroom renovations, and donation for the Chadwick family.

- **MOTION #2026-02-12:** The Administrative Committee made a motion to amend the 2026 budget to reflect the actual Schodack contract to \$462K which will be offset by an additional \$55,090 from unassigned fund balance. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.
- **MOTION #2026-02-13:** The Administrative Committee made a motion to authorize the director to engage with Hyman Hayes Associates (HHA) for the purposes of the roof project. Seconded by D. Morrissey. Motion was discussed. The motion was carried with 6 in favor, none opposed.
- **MOTION #2026-02-14:** The Administrative Committee made a motion to authorize the director to purchase a commemorative plaque recognizing the generous gifts honoring Liam Chadwick. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.

**UNFINISHED BUSINESS:** None

### LIAISON REPORTS:

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

- UHLS will provide resources to member libraries to ensure they understand and meet the requirements of the Website Compatibility Access Guidelines, which takes effect in April. This will help make web content more accessible for people with disabilities.
- Advocacy Day was well attended.
- Assemblymember representing libraries in the county, including East Greenbush, allocated \$40,000, which will be distributed among the 13 libraries in this district.
- The UHLS Board President will establish a subcommittee to review and discuss the structure and functioning of the Upper Hudson Board.
- March Manga Madness is all set with 11 libraries participating.

- The ComicsPlus launch experienced some initial issues, which have since been resolved.

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

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

**Rensselaer County:** N/A

**DIRECTOR'S REPORT:** The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

- Building visits and website usage remains strong.
- Youth and adult program attendance shows modest gains, while one-to-one program attendance declined due to the suspension of Take & Make crafts.
- Youth and teen engagement are strong, with the winter reading program already recording nearly 12,000 minutes read.
- Collection lending and computer use decreased, largely due to the roof leak limiting computer access and snow closures, though some decline in circulation persists beyond these factors.
- New initiatives include a collaboration with the State Department of Tax and Finance for tax preparation, continued career center services, and coordination with the YMCA for summer programming.
- A \$2,740 grant has been applied for to fund equipment to digitize the library's historical materials. Existing content is already curated and includes website and social media components. If awarded, the digitized materials will be archived and made publicly accessible via New York Heritage.

**Roof Replacement and Children's Room Carpet Project:**

- Roof replacement bid documents are being finalized; potential bid release in early March, timeline may adjust.
- Preliminary insurance funds received and used for roof leak remediation.
- Roof-related renovations are estimated at just under \$200,000.
- Children's room carpet replacement quotes range from \$50,000 to \$65,000, including furniture moving.
- Carpet project will be coordinated with roof renovations to reduce costs.
- Funding will come from existing non-restricted capital reserves and operating funds; no additional Board allocation required.
- Authorization requested to proceed with carpet replacement, not to exceed \$65,000; other 2026 projects may be deferred to 2027.

**Renovation Updates:**

- The project is expected to last 5 to 6 weeks, beginning in approximately 2 to 3 weeks.

- The children's room will require a 5-day closure, while the teen room and Hurr Room will each close for 2 to 3 days. Sections of the main library may also be closed temporarily, but full closures will be minimized.
  - Renovations will proceed in phases to reduce disruption, with night and weekend work being considered but potentially costly if not covered by insurance.
  - A proposal was discussed to amend the current roof leak renovation scope to include the children's room carpet replacement, funded from non-restricted capital reserves, without increasing the overall budget. This would result in deferring the full parking lot resurfacing project to a future year, likely 2027 or 2028.
- **MOTION #2026-02-15:** S. Boggess made a motion to authorize the Library Director to amend the current insurance repairs project to include Children's Room carpet replacement, not to exceed \$65,000, without further Board approval. Seconded by C. Derico. The motion was carried with 6 in favor, none opposed.

#### K. Kutzscher exited at 8:20 p.m.

#### PERSONNEL MEMORANDUM:

- A substitute Library Assistant resigned on January 27.
  - There are three provisional appointments.
  - All positions are currently filled; there are no open or unfilled positions.
  - J. Dugas Hughes has been working with Civil Service to update job descriptions.
- **MOTION #2026-02-16:** A. Miller made a motion to approve the February 24, 2026, Personnel Memorandum as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

#### NEW BUSINESS:

Final Audit 2025: The Board received and reviewed documents from the auditors for the 2025 final audit.

- **MOTION #2026-02-17:** D. Morrissey made a motion to approve the final audit for 2025. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

#### ADJOURN:

- **MOTION #2026-02-18:** Motion to adjourn the February 24, 2026, Library Board meeting was made by A. Miller at 8:23 p.m. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary