

Administrative Committee Minutes

March 9, 2026 • 7:10 PM

Attendance: Kayla Kutzscher (Chair – Secretary), Charlie Pensabene (President), Amanda Miller (Vice President), Crystal Derico (Treasurer), Jill Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

- Facilities Updates- Roof Project, Renovations from Water Damage
- Land Purchase/Use Policy- CAC meeting follow-up/input

1. Facilities Updates:

The committee reviewed the **roof project** Request for Proposal (RFP) which provides a comprehensive overview of the project, including 170 pages of detailed information and architectural drawings. The main scope involves replacing the existing rubber flat roof and adding a roof hatch with a permanent ladder to improve roof access. The roof project went out to bid on March 5, with a projected completion date of May or June. A pre-bid walk-through is scheduled for March 11 for contractors. The Request for Information (RFI) deadline is March 18 with a public bid opening scheduled for March 27 at 2:00 p.m.

Renovations from water damage update: The contract has been signed. The tentative start date is March 16 but will most likely begin March 23 and will take approximately six weeks to complete. A project schedule will be shared with staff, the Board, and the public; it is subject to change. Renovations will take place in the main library, children's room, Hurr Room, Teen Room, and Admin offices.

Community Way Road Repair: Community Way requires full demolition and replacement. As an interim measure this spring, the Library is collaborating with Hawthorne Ridge and the YMCA on a temporary patch repair, with Hawthorne Ridge completing the work and the Library and YMCA sharing material costs (included in 2026 budget). The committee also noted the need to explore funding options for the full road replacement project.

2. **Land Purchase/Use Policy (Real Property Stewardship Policy):** The Committee reviewed feedback from the Community Advisory Council, which emphasized that the library should remain inclusive, welcoming, safe, and an open community gathering space. The Committee discussed incorporating these values into the policy, along with the alignment to the strategic plan, the Library's mission and vision, responsiveness to community needs and the



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importance of clear communication, including consideration of an emergency communications plan. The Administrative Committee has begun identifying key goals and principles for inclusion into a draft policy. Review and development are ongoing, with the draft to be developed by the Administrative Committee, shared with the Services Committee for input, and then presented to the full Board for consideration.

Future Discussions:

1. Facilities Update- Roof Project Bids, Renovations from Water Damage, Community Way
2. Land Purchase/Use Policy (Real Property Stewardship Policy)
3. ADA-Facilities Checklist
4. Space Planning
5. Printing Fees