



Library Board of Trustees Meeting – APPROVED 4/21/2026  
*March 17, 2026, in person, livestreamed, and recorded*

**ATTENDEES:**

*Presiding Officers:*

- Charlie Pensabene, President
- Kayla Kutzscher, Secretary
- Sarah Boggess, Trustee (arrived 7:18 p.m.)
- Doug Morrissey, Trustee
- Jordan White, Trustee

*Excused:*

- Amanda Miller, Vice-President
- Crystal Derico, Treasurer

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

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Julie Ann Price, Friends President of the East Greenbush Community Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 17, 2026, 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 Kayla Kutzscher as 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:**

- None

**APPROVAL OF MINUTES:**

- **MOTION #2026-03-19:** D. Morrissey made the motion to approve the minutes of the February 24, 2026, Library Board Meeting. Seconded by J. White. The motion was carried with 4 in favor, none opposed.

### COMMITTEE REPORTS:

**Services:** The written committee report was submitted by J. White. Highlights from the written report included: Friends fundraiser, Code of Conduct policy amendments, and Community Access & Group Visits policy.

- **MOTION #2026-03-20:** The Services Committee made a motion to approve the Special Events & Alcohol Use Policy. Seconded by K. Kutzscher. The motion was carried with 4 in favor, none opposed.
- **MOTION #2026-03-21:** The Services Committee made a motion to approve the amendment of the Code of Conduct Policy. Seconded by D. Morrissey. The motion was carried with 4 in favor, none opposed.

**Administrative:** The written committee report was submitted by K. Kutzscher. Highlights from the written report included: Facilities updates (roof project, renovations from water damage, Community Way road repair), and land purchase/use policy.

### UNFINISHED BUSINESS:

- None

### LIAISON REPORTS:

#### Friends of the Library (J. Price):

- The Spring Book Sale will be held on Saturday, April 18 and Sunday, April 19 from 8-4.
- The offerings will be adjusted to exclude children's books from the main sale, with a separate children's-only sale planned for the weekend before the summer reading kickoff.
- Some genres may not be available at spring sale but will be included in the ongoing book sale.
- The book sale will be advertised on the construction sign at the East Greenbush Bowling Center.
- The Friends are working to increase membership and raise awareness of their role as the library's fundraising and advocacy arm.
- Night at the Library is scheduled for Saturday, October 3 from 6-8 p.m.; The Friends are seeking sponsors and an MC.
- Ticket prices will be lowered to \$25 per person.

**Upper Hudson Library System (UHLS):** 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:

**Library usage remains strong across multiple areas:**

- Website visits and meeting room use by outside groups have increased
- Library card registrations are up

**Programs and services show robust participation across all age groups:**

- Adult participation is steady; Book Lovers year-round reading challenge continues to grow
- Youth story times remain popular
- Teen room active and engaged

**EG Con:**

- An all-day event for different ages on April 11.

**Draw Alive:**

- A ribbon-cutting was held for the “Draw Alive” station in memory of Liam Chadwick, providing a meaningful addition to the children’s space that is already seeing frequent use.

**Partnerships:**

- The New York State Department of Tax and Finance launch has been very successful, becoming one of the more active service sites.
- The library renewed agreement with Rensselaer County Onestop Career Center for another year.
- These partnerships reflect community trust and engagement, providing programs and services beyond traditional library offerings.

**Patron Feedback:**

- A patron shared appreciation for the library as a safe and supportive space during a difficult personal time, highlighting the library’s role as a welcoming and steady resource for the community throughout all phases of life.

**Facilities Update:**

- Interior renovations and roof project will be happening this spring.
- Interior renovations are expected to begin the week of April 6 and are anticipated to take approximately six weeks. The work will occur in phases, with different sections of the library closed for about a week at a time.
- During the first full week of renovations, the reference area, public computers, and services including printing, copying, faxing, scanning, and DVD access will be unavailable to the public.
- Information will be communicated to the public through the website, library signage, and possibly by phone.

**S. Boggess entered at 7:18 p.m.**

- The interior renovations are expected to create noise, dust, and odors. Steps will be taken to mitigate dust and odors.

- There are currently no plans for the library to be completely closed on any day during the interior renovations.
- Some work will be done on Sundays before opening of the library.
- We encourage patrons to utilize the drive-thru window to pick up hold requests.
- The children’s room renovations will occur after the main library work is completed.
- The back offices will have carpet cleaning, and the AD office will be renovated; this work will take place after the main library renovations.

It was noted that Board Members are required to complete digital cybersecurity training through the library’s provider. The training, which has been ongoing for several years, is intended to protect both personal and professional information and is mandated by the library’s insurance provider.

**Film Screening:**

- The library will host a film screening of “The Librarians,” focusing on banned books from 6:00 to 7:30 p.m. on April 22. Registration is required to attend.

**Roof project:**

- The Request for Information (RFI) deadline is the week of March 16, with the bid opening scheduled for March 27 at 2:00 p.m.

**Current Construction Project:**

- The entrance way doors will be replaced; additional information will be communicated at a later date.

**PERSONNEL MEMORANDUM:**

- None

**NEW BUSINESS:**

- A brief orientation was held at the last committee meeting for new trustees, providing an update on the history of the Schodack partnership and discussing the ongoing collaboration, including the possibility of a multi-year contract.
  - **MOTION #2026-03-22:** K. Kutzscher made a motion to authorize the Board President and Library Director to enter into negotiations with the Town of Schodack. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.

**TREASURER’S REPORT (J. Dugas Hughes on behalf of C. Derico):**

- The Off-Warrant includes two payrolls, phone bill, and retirement.
  - **MOTION #2026-03-23:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$118,114.70** for the period of February 20, 2026, through March 13, 2026, as presented. Seconded by S. Boggess. The motion was carried with 5 in favor, none opposed.

- Most expenses are routine on the warrant; however, there are additional costs related to recent boiler issues and flooding. A further repair expense under \$10,000 is anticipated and will be presented at a future board meeting. The coin machine has been replaced, and the print management system has been upgraded. There was another roof leak resulting in additional expenses.
  - **MOTION #2026-03-24:** J. White made a motion to authorize the president to sign the Warrant for the period of February 20, 2026, through March 13, 2026, in the amount of **\$33,468.29**. Seconded by K. Kutzscher. The motion was carried with 5 in favor, none opposed.
- The tax levy funds and Schodack funds have been received, and the library remains in good financial standing.
  - **MOTION #2026-03-25:** D. Morrissey made a motion to approve the March 13, 2026, Financials with 19.7% of year completed, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

**ADJOURN:**

- **MOTION #2026-03-26:** Motion to adjourn the March 17, 2026, Library Board meeting was made by C. Pensabene at 7:43 p.m. Seconded by K. Kutzscher. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary