

## Administrative Committee Minutes

April 13, 2026 • 6:54 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
- Health Insurance
- OSC AFR & DLD Annual Report
- NYS Construction Grant Scope
- Land Purchase/Use Policy

### 1. Facilities Updates:

The water damage renovation project officially began on April 13. Quick Response has already made significant progress, including packing and clearing a large portion of materials/furniture. Carpet installation and related renovation work is scheduled to begin on April 14, with work rotating through different areas of the library. The project is expected to take approximately six weeks, though the timeline may extend depending on conditions. Updates have been widely shared with the public, and weekly updates will continue throughout the project.

#### Roof Project:

Two bids were received for the roof project, and both came in under budget. Titan Roofing was identified as the recommended contractor. Titan Roofing's bid, including Alternate #1 for the roof cover board, totals \$371,750 and also includes unit pricing for potential additional work if needed. The proposed contract with Wainschaf Associates, Inc. for Construction Management Advisor Services includes a fee equal to 5% of subcontractor costs, plus additional labor, overhead, and insurance, for an estimated total of \$50,505 based on \$500,000 roof replacement cost. The contract with HHA Associates for architectural services, previously authorized by the Board, was finalized in March. The total estimated cost for all three contracts, assuming no change orders, is approximately \$450,000, leaving roughly \$135,000 in contingency funds.

**Motion:** The Administrative Committee recommends that the full Board authorize the Director to enter into the remaining two contracts for the Phase 2 Library Renovation Project with Wainschaf Associates, Inc. and Titan Roofing, provided that the total of all project contracts does not exceed the approved project budget of \$586,940.

**2. Health Insurance:**

The library provides fixed contribution amounts for health plans based on coverage type (individual, employee/spouse, family). Contributions were increased for the current year (July 1, 2025-June 30, 2026). In light of continued increases in health insurance costs across the industry, the Director is exploring options to mitigate the financial impact and will bring recommendations to the Board for consideration.

**3. Financial Reports:** Office of the New York State Comptroller Annual Financial Report (OSC AFR) was submitted on March 23, 2026 & New York State Division of Library Development 2025 Annual Report (DLD Annual Report) was submitted on April 6, 2026.

**4. NYS Construction Grant Scope:**

The committee discussed several projects that require completion, both external and internal. The most critical include paving Community Way and the library parking lot.

**5. Land Purchase/Use Policy:**

The committee continued reviewing potential areas for inclusion in the Land Purchase/Use Policy. Further review is needed.

**Future Discussions:**

1. Facilities Updates- Renovations from Water Damage, (Phase 2)- Roof Project, (Phase 3) Bathroom Renovations
2. Health Insurance
3. Land Purchase/Use Policy
4. Printing Fees
5. ADA-Facilities Checklist
6. Space Planning