



Library Board of Trustees Meeting – APPROVED 5/19/2026
April 21, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Amanda Miller, Vice-President
- Crystal Derico, Treasurer
- Sarah Boggess, Trustee
- Doug Morrissey, Trustee

Excused:

- Kayla Kutzscher, Secretary
- Jordan White, Trustee

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 (entered 7:05 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on April 21, 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 Amanda Miller as acting 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.
- Two typographical errors were identified: the dates listed for the Off Warrant and Warrant are incorrect (April 10) and should be revised to April 18.

PUBLIC COMMENT:

- None

APPROVAL OF MINUTES:

- Two typographical errors were identified in the minutes: on page three, under Programs and Services, “robut” should be “robust,” and on page five, in the second bullet point

under tax levy funds, “reamins” should be “remains.” The corrections will be reflected in the approved minutes.

- **MOTION #2026-04-27:** D. Morrissey made the motion to approve the minutes of the March 17, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

TREASURER’S REPORT (C. Derico):

- The Off-Warrant included two pay cycles, health benefits, and Quick Response Restoration.
 - **MOTION #2026-04-28:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$212,726.45** for the period of March 14, 2026, through April 18, 2026, as presented. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.
- Forty-three checks were issued on the Warrant including Hyman Hayes and construction management.

Julie Ann Price entered 7:05 p.m.

- **MOTION #2026-04-29:** S. Boggess made a motion to authorize the president to sign the Warrant for the period of March 14, 2026, through April 18, 2026, in the amount of **\$79,464.55**. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.
- **MOTION #2026-04-30:** D. Morrissey made a motion to approve the April 18, 2026, Financials with 29.5% of year completed, as presented. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by K. Kutzscher, but presented by A. Miller. Highlights from the written report included: facilities update and roof project.

- The roof project is expected to begin soon. Two bids were received, both coming in under budget; the bid from Titan Roofing was accepted, including an alternate for installation of a cover board. The cover board will provide a protective, walkable surface over the rubber roof and supports potential future solar installation.
- The architect has issued a letter of intent, and submittals have begun. The project is suspected to start as soon as possible, although a kickoff meeting has not yet been scheduled.
 - **MOTION #2026-04-31:** The Administrative Committee made a motion to 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. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Services: The written committee report was submitted by J. White, but presented by C. Pensabene. Highlights from the written report included: Impact of renovations, succession planning policy, and community access policy.

- **MOTION #2026-04-32:** The Services Committee made a motion to approve the Succession Planning Policy. Seconded by S. Boggess. The motion was carried with 5 in favor, none opposed.

UNFINISHED BUSINESS:

- None

LIAISON REPORTS:

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

- Troy Public Library is seeking an interim director.
- Mary Fellows will retire on April 30; a UHLS celebration will be held on April 29 from 1-3 p.m.
- Interviews will be conducted to fill the Youth and Family Services Manager position.
- The Annual UHLS meeting is scheduled for June 10; location to be announced (staff, trustees, Friends of the Library, and community members are invited to attend).

Friends of the Library (Julie Ann Price):

- The book sale raised a total of \$7,600.
- One day was removed from the sale schedule, with the event starting on Saturday, which worked well overall.
- Revenue was lower than usual, but this was expected since children's books were not included.
- A children's only book sale is scheduled for June 27; the sale will use a \$5 per small bag pricing model.
- A summer pop-up sale featuring puzzles is forthcoming.

Night at the Library Event:

- Volunteers are needed along with sponsorships, entertainment, and food providers.
- Last year's event was largely managed by only two to three people: aiming for broader support and participation this year.

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:

Facilities Update:

- The library remains active and fully operational despite ongoing construction, which has been less disruptive than anticipated overall.
- The rear section of the library has been completed, though it is temporarily being used for storage as work continues in other areas.
- In the nonfiction area, carpet has been removed and replaced, and bookshelves will be reinstalled.
- Some minor water damage was discovered behind a bookshelf, unrelated to the current roof issue, and its source is being investigated.
- The new carpet has been well received to date and has brightened and refreshed the space.

Programs:

- The tax preparation services led by the New York State Department of Tax and Finance was a huge success.
- The library hosted EG Con, which drew approximately 400 attendees and was considered a highly successful event. Both vendors and participants expressed positive feedback about the event.

Community Way:

- Discussions are underway with the YMCA and Hawthorne Ridge regarding replacement of the shared access road (Community Way), which is more complex than originally understood due to unclear documentation of ownership and responsibilities.
- While there is history of informal cost-sharing and maintenance, no formal agreement has been located, and current conditions raise complications for bidding and grant eligibility.
- Given the road's complex history and shared-use arrangement, a formal agreement is needed, and involvement of legal counsel is recommended.

PERSONNEL MEMORANDUM:

- None

NEW BUSINESS:

- **NYS Comptroller's Annual Financial Report (AFR):** Formerly known as the AUD, is submitted annually to the Office of the State Comptroller. While formatted differently from internal reports, it provides a three-year financial overview for comparison.
 - **MOTION #2026-04-33:** D. Morrissey made a motion to approve the Annual Financial Report for the fiscal period 1/1/2025-12/31/2025 to the Office of the New York State

Comptroller, as submitted on 3/23/2026. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

- **New York State Annual Report 2025:** This report is submitted to Library Development each year and includes both financial and statistical data. This year's report is less comparable to prior years due to a new software system that does not allow side-by-side reporting.
 - **MOTION #2026-04-34:** C. Pensabene made a motion to approve the New York State Annual Report for 2025. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

ADJOURN:

- **MOTION #2026-04-35:** Motion to adjourn the April 21, 2026, Library Board meeting was made by A. Miller at 7:46 p.m. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary