

Administrative Committee Minutes

May 4, 2026 • 6:59 PM

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

ACTION ITEMS:

- Facilities Updates- Roof Project, Renovations from Water Damage
- Health Insurance
- NYS Construction Grant Scope
- Land Purchase/Use Policy

1. Facilities Updates:

- Carpet installation is progressing well despite typical construction hiccups.
- An exterior wall leak was traced to a specific area and is being evaluated by the architect, with a vendor inspection pending. It's fixable from the outside, not a structural concern, and is currently in the investigation stage.
- An issue was discovered with unsecured double-sided shelving, which is being stabilized with sandbags (as recommended by the architect) as a cost-effective fix. Overall, these are minor adjustments and not expected to significantly impact the project.
- Work is progressing well, with the project moving into the Teen Room.
- The children's room renovation project is scheduled for the week of May 18th and will be closed for the entire week.

Roof Project:

- Work begins Thursday, May 7 and will take about 7-8 weeks to complete.
- A rear row of six parking spots will be used for materials, along with a dumpster, but access to the building should not be affected.
- Work will take place Monday through Saturday, roughly 6-7 a.m. until 3 p.m., with no work on Sundays.
- The roof will be secure and weather-tight at the end of each day, so it will never be exposed to open air.

2. Health Insurance:

- After reviewing options, most alternatives are either unavailable or not feasible, though a state plan (NYSHIP) may become viable in the future.
- Renewing current plans will significantly increase costs, impacting both the budget and employees.
- The recommendation is to increase the employer contribution to help offset employee burden, resulting in about \$14,000 in additional annual cost.
- Reserves are available if needed, but the plan is to monitor expenses before using them.

MOTION: The Administrative Committee recommends to the full board to approve the following employer contributions towards the 2026-2027 health care renewals:

- Individual: \$1,131/month (+\$125)
- Employee/Spouse: \$1,296/month (+\$175)
- Family: \$1,630/month (+\$250)

3. NYS Construction Grant Scope & Community Way:

- Still waiting on final notification on the roof grant.
- The YMCA, library, and Hawthorne Ridge continue to evaluate legal and structural issues for road repaving and are not yet in a position to proceed with a contract.
- Options for alternative cost-sharing arrangements, prevailing wage requirements, and potential grant funding are being explored, though no resolution has been reached.
- An updated easement agreement reflecting current maintenance practices has been prepared and sent to the attorney for review. While it serves as a useful update to the 2006 agreement between the YMCA, library, and Hawthorne Ridge, it may need further amendments later to address the larger road project.
- A minor repair agreement was reviewed and considered ready for signing, as it involves a small scope of work. It outlines that Hawthorne Ridge will handle repairs and the YMCA and library will share the purchase of cold patch materials.

4. Other:

Friends Fundraiser, “Night at the Library” event is live on the website. While the planning structure is strong and has improved since last year, the organizers are struggling with volunteer support, especially for outreach and sponsorship work.



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The committee discussed the effectiveness of continuing community liaison participation at board meetings, noting possible overlap with Community Advisory Council (CAC) engagement. There was a suggestion to consider having a student representative.

5. Land Purchase/Use Policy:

The committee did not have an opportunity to review the policy at this meeting.

Future Discussions:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. NYS Construction Grant Scope- Community Way
3. Land Purchase/Use Policy
4. ADA-Facilities Checklist
5. Space Planning
6. Printing Fees