

## Administrative Committee Minutes

June 1, 2026 • 7:00 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:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. Budget Committee Meetings Schedule
3. NYS Construction Grant Scope Update
4. Payroll Company Update
5. Personnel Update
6. Community Way Update
7. Schodack Contract Next Steps
8. Land Purchase/Use Policy Discussion

### 1. Facilities Updates

#### Roof Project:

- The new roof has been installed and is watertight.
- The project awaits delivery of the metal fascia trim, snow guards, and a ladder, as well as pricing for the heat trace system.

#### Renovations from Water Damage:

- Renovations are nearing completion. Carpet installation has been completed.
- Remaining work includes replacing several ceiling tiles and addressing outstanding punch list items.
- Work in the back offices is scheduled to begin on June 18, and the carpet in the back offices will be cleaned on June 19.

#### HVAC:

- There are ongoing issues with the HVAC system that are being addressed. Maintenance work is underway, including cleaning the air handler unit and boiler system.

## **2. Budget Committee Meetings Schedule:**

- The first budget meeting is scheduled for the end of June.
- C. Derico will chair the committee, and A. Miller expressed interest in joining the committee.

## **3. NYS Construction Grant Scope Update:**

- The road project will not be submitted as a construction grant.
- A scope of work is being developed for renovations of the staff bathrooms and staff kitchen/break room, and cost estimates are pending.
- The estimated cost for renovating all public bathrooms is \$381,000, including full reconstruction, plumbing upgrades, and a lactation room. \$250,00 grant funding from Assemblymember McDonald's office is pending DASNY review.
- The roof project budget covers July 1, 2025, through June 30, 2031; however, official notification of grant approval has not yet been received.

## **4. Payroll Company Update:**

- The libraries' current payroll company has increased by 40%. Other companies are being evaluated.

## **5. Personnel Update:**

- There are two positions currently open; part-time Library Assistant and part-time Library Clerk.
- Full-time Sr. Library Clerk/Meeting Room Coordinator will be retiring in September along with two department heads retiring in a year and a half.

## **6. Community Way Update:**

- The repaving project is not expected to exceed \$100,000, and the Memorandum of Agreement (MOA) is being updated in consultation with the attorney.

## **7. Schodack Contract Next Steps:**

- Plans are underway to schedule a meeting between the library and Schodack soon.

## **8. Land Purchase/Use Policy Discussion:**

- The committee continued reviewing the policy. Further discussion and review are needed.



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### **Future Discussions:**

1. Facilities Update
2. Payroll Company
3. NYS Construction Grant Scope Update
4. Community Way Update
5. Land Purchase/Use Policy
6. ADA-Facilities Checklist
7. Space Planning
8. Printing Fees