



Library Board of Trustees Meeting - DRAFT  
*May 19, 2026, in person, livestreamed, and recorded*

**ATTENDEES:**

*Presiding Officers:*

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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 19, 2026, at the East Greenbush Community Library and was livestreamed. It began at 7:00 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 7:00 p.m.

**REVIEW OF AGENDA:**

- The agenda was reviewed.

**PUBLIC COMMENT:**

- None

**APPROVAL OF MINUTES:**

- **MOTION #2026-05-36:** J. White made the motion to approve the minutes of the April 21, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

### TREASURER'S REPORT (Crystal Derico):

- **MOTION #2026-05-37:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$136,740.93** for the period of April 19, 2026, through May 12, 2026, as presented. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-05-38:** K. Kutzscher made a motion to authorize the president to sign the Warrant for the period of April 19, 2026, through May 12, 2026, in the amount of **\$46,898.79**. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-05-39:** S. Boggess made a motion to approve the May 12, 2026, Financials with 36.2% of year completed, as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

### COMMITTEE REPORTS:

**Services:** The committee did not meet this month.

**Administrative:** The written committee report was submitted by A. Miller and presented by C. Pensabene. Highlights from the written report included: facilities update, health insurance, and contract for Community Way road.

- **MOTION #2026-05-40:** The Administrative Committee made a motion to approve the following employer contributions towards the 2026-2027 health care renewals:
  - Individual: \$1,131/month
  - Employee/Spouse: \$1,296/month
  - Family: \$1,630/monthSeconded by J. White. Motion was discussed. The motion was carried with 7 in favor, none opposed.

### UNFINISHED BUSINESS:

- None

### LIAISON REPORTS:

**Upper Hudson Library System (UHLS):** On behalf of Camie Engel, J. Dugas Hughes noted the following:

- Melissa Tacke, the Library Director of Castleton Public Library, was hired as the new Manager of Youth and Family Services for UHLS.
- The Annual Meeting will be held at Love Albany on Wednesday, June 10 at 5:30 p.m. Awards will be given for Adult Program of the Year, Youth Program of the Year, Volunteer of the Year, and Trustee of the Year.

- The UHLS Board discussed UHLS trustees who are not currently serving on library boards. A suggestion was made for these trustees to provide quarterly reports or another form of periodic communication instead of attending monthly board meetings.

This matter will be deferred to the Services Committee.

**Friends of the Library (Julie Ann Price):**

- A Puzzle Sale and a Children’s Book Sale are scheduled for June 27 from 10am-1pm.
- The library promotions campaign will launch on June 1.
- A potential naming sponsor is being pursued, though it has not yet been finalized.
- Seeking artists of all types, including fine art, textile art, pottery, jewelry, and more, and submissions are encouraged through the website. Holiday and fall-themed art is especially desired.
- Donations of raffle baskets are being requested, with the goal of having as many businesses as possible represented.
- The Fall Book Sale and Night at the Library dates have changed. The Fall Book Sale will now take place on October 3, 4, & 5. The Night at the Library is scheduled for October 24 from 6pm-8pm with a Paint and Sip to start at 5:00pm.

**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 experienced ongoing odor issues today, May 19 that were initially believed to be related to roofing or carpet installation work.
- Temporary adjustments were made, including relocating story time and closing the multi-purpose room.
- After further investigation, the issue was identified as an HVAC-related problem.
- Repairs were completed to address a clogged heat pump drain and a malfunctioning heat pump. The HVAC system is back up and running.
- The roofing project was approximately 30 minutes away from being fully weather-tight when an unexpected brief, but heavy rainstorm occurred.
- The children’s room, which had just had carpet installed and was otherwise empty, experienced multiple leaks throughout the space.
- Roofers responded quickly and were able to secure the building and make it weather-tight.
- The roofing crew had been delayed due to two team members experiencing heat-related illness and needing to leave early, which contributed to the timing issue.
- Despite the disruptions, the situation was brought under control.

- Quick Response came in to do some mitigation; removed wet ceiling tiles and the wet carpet squares.
- Other than the issues experienced today, the renovation project is going well. The main library is finished along with the teen room, and the Hurr Room. The children's room is currently under construction and is anticipated to reopen after Memorial Day.

#### **Community Way:**

- Cold patching has been completed on Community Way as a temporary, non-permanent repair.
- Patching was done along various sections of the road, with assistance from Hawthorne Ridge and additional materials provided through collaboration with the YMCA.
- Discussions regarding a potential full re-paving of Community Way are ongoing between the library, Hawthorne Ridge, and the YMCA. The matter is under review with legal counsel, and an updated draft agreement has been identified.
- The matter is expected to be brought before the board at a future meeting.

#### **Grant Funding:**

- The library received additional funding for the roof project through construction grant allocations.
- There was a suggestion to pursue a construction grant to replace staff bathrooms alongside the main bathroom, and potentially the children's bathroom as well, to consolidate renovation work into a single project.

#### **Summer Reading:**

- Lots of prep happening for the Summer Reading Program. Theme: Unearth a Story.
- A library wide initiative is to read 12,500 books (for both adults and children).
- The library will partner with the YMCA for summer programs.

#### **Other:**

- It was suggested that a water bottle filler be included as part of the bathroom renovation project.
- The library website refresh has received positive feedback.
- In lieu of a Staff Development Day in April due to renovations, staff trainings have been conducted throughout the month, including Reader's Advisory training.
- The library has received positive feedback on the renovations, with community members expressing appreciation for remaining open during the work.

#### **Estate Gift:**

- The library received notification of a significant estate gift from a community member who has passed. The gift is restricted for use toward large print materials.

#### **PERSONNEL MEMORANDUM:**

- A substitute Librarian I resigned on May 5.



- There are two classification changes; one from part-time Library Assistant to substitute Library Assistant and the other from substitute Library Assistant to substitute Librarian I.
- A part-time Library Assistant position is currently open.
  - **MOTION #2026-05-41:** J. White made a motion to approve the May 19, 2026, Personnel Memorandum as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

**NEW BUSINESS:**

- **Night at the Library Event Request:**
  - **MOTION #2026-05-42:** S. Boggess made a motion to approve the Friends of the East Greenbush Community Library's request to host the Night at the Library fundraiser on October 24, 2026, including authorization for the service of beer, cider, and wine by a licensed and insured provider, in accordance with the Library's Special Events & Alcohol Use Policy. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

**ADJOURN:**

- **MOTION #2026-05-43:** Motion to adjourn the May 19, 2026, Library Board meeting was made by K. Kutzscher at 7:40 p.m. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary