

Library Board of Trustees Meeting – APPROVED 7/21/2026

June 23, 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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 23, 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

LIAISON REPORTS:

Friends of the Library (on behalf of Julie Ann Price, C. Pensabene noted the following):

- Children's Book Sale & Puzzle Sale is Saturday, June 27 from 10am-1pm.
- Fundraising efforts continue, with sponsorships confirmed and baskets coming in.
- Appreciation was expressed to Alexis and Roseann for their assistance with sponsorship outreach and event planning.
- The Paint & Sip event has been confirmed.

- The final ticket price is set at \$30.00 per person, which includes one complimentary drink.

Upper Hudson Library System (UHLS) (J. Dugas Hughes noted the following):

- Several staff members, along with board member, S. Boggess, attended the Upper Hudson Annual Meeting which was enjoyable and a successful evening.

Town of East Greenbush: N/A

Rensselaer County: N/A

APPROVAL OF MINUTES:

- **MOTION #2026-06-44:** K. Kutzscher made the motion to approve the minutes of the May 19, 2026, Library Board Meeting. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- Questions were raised regarding the Budget vs. Actual report, specifically the Net Operating Revenue line. It was explained that the figure is misleading because the report does not include transfers between funds and combines information from multiple accounts.
- Actual revenues and expenditures remain accurate, and the library is operating within budget expectations.
- It was suggested that the Net Operating Revenue line be removed or revised in future reports to avoid confusion.
- A duplicate transfer entry related to a capital project invoice was reviewed and determined to be a transfer correction rather than a duplicate payment. No invoice was paid twice.
- **MOTION #2026-06-45:** D. Morrissey made a motion to accept the Off-Warrant in the amount of **\$138,397.39** for the period of May 13, 2026, through June 18, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-06-46:** D. Morrissey made a motion to authorize the president to sign the Warrant for the period of May 13, 2026, through June 18, 2026, in the amount of **\$113,375.16**. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-06-47:** K. Kutzscher made a motion to approve the June 18, 2026, Financials with 46.13% of year completed, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Services: The written committee report was submitted by J. White. Highlights from the written report included: liaisons for board meetings, Confidentiality of Library Records and Privacy Policy, and Renewals and Reserves Policy.

- **MOTION #2026-06-48:** The Services Committee made a motion to approve the Confidentiality of Library Records and Privacy Policy. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-06-49:** The Services Committee made a motion to approve the Renewals and Reserves Policy. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

Administrative: The written committee report was submitted by K. Kutzscher. Highlights from the written report included: facilities update, NYS Construction Grant Scope, payroll company, personnel, Community Way road, Schodack contract, and land purchase/use policy.

J. Dugas Hughes reported on Community Way Road:

- Community Way agreement updates are under legal review, with only minor changes expected.
- The road will remain classified as a driveway, avoiding the need for costly DOT-standard upgrades.
- The YMCA will likely manage the project contract, with costs shared equally among the three parties.
- The project scope will focus on road repairs and resurfacing, reducing overall costs.
- The earliest anticipated project timeline is September 2027, subject to budget planning by all parties.

UNFINISHED BUSINESS:

- None

DIRECTOR'S REPORT: The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

Facilities Update:

- May was heavily focused on renovation and capital improvement projects. Despite temporary closures of several spaces and a brief weather-related disruption during roof work, the library remained open, projects stayed on schedule, and services continued with minimal impact to the public.

Summer Reading:

- Staff are preparing for Summer Reading and have launched the library-wide 12,500 Book Challenge in recognition of the nation's 250th anniversary, with the goal of promoting reading and literacy throughout the community.
- Summer Reading kickoff is scheduled for Monday, June 29. For a list of programs during the summer, please visit the library website.

Staffing:

- Several staffing transitions and vacancies are being managed, with recruitment efforts underway to maintain service levels during busy summer season.

A question was raised regarding the new carpet in the Youth Department and its ability to withstand stains. It was noted that stain resistance was a key factor in the selection process, and the carpet performed well during testing with common spills and heavy-traffic conditions. The carpet consists of replaceable carpet tiles, allowing individual sections to be replaced if damaged, and regular cleaning will help maintain its appearance over time.

PERSONNEL MEMORANDUM:

- **MOTION #2026-06-50:** J. White made a motion to approve the June 23, 2026, Personnel Memorandum as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

Establish Budget Development Committee:

- The first budget meeting was held on June 22.
- Budget meetings are a collaborative process focused on reviewing priorities and making key decisions that shape the proposed budget for the coming year.
- C. Pensabene appointed the following committee members: Crystal Derico (chair), Amanda Miller, Doug Morrissey, and Charlie Pensabene.

July Committee Meetings:

The Services Committee and the Administrative Committee meetings will be held on Monday, July 6.

ADJOURN:

- **MOTION #2026-06-51:** Motion to adjourn the June 23, 2026, Library Board meeting was made by J. White at 7:41 p.m. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary

APPROVED