

Administrative Committee Minutes

July 6, 2026 • 7:00 PM

Attendance: Kayla Kutzscher (Chair – Secretary (remote) – exited at 8:10 p.m.), 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. NYS Construction Grant Scope Update
3. Payroll Company Update
4. Community Way Update/Prevailing Wage and Competitive Bidding
5. Schodack Contract Update
6. Land Purchase/Use Policy Discussion

1. Facilities Updates

Roof Project:

- The metal trim has arrived and is ready for installation on the roof; however, an installation date has not yet been determined due to Summer Reading.

Renovations from Water Damage:

- Quick Response will be finishing the installation of the cove base in the back offices on Friday, July 10.
- The project is nearing completion, with only a few punch list items remaining.

Other:

- The library is still awaiting delivery of the glass for the front entryway.

2. NYS Construction Grant Scope Update:

- A proposed construction grant draft plan for the renovations of employee support spaces was shared with the committee.
- The main purpose is to improve accessibility, employee health, safety, operational efficiency, and workforce sustainability.
- The project will renovate existing staff-only spaces by replacing outdated flooring, cabinetry, fixtures, appliances, furnishings, and finishes with durable,

accessible, energy-efficient improvements to enhance functionality and modernize building systems.

- The application must be submitted to UHLS by Monday, August 3.
- The plan is to request a grant in the amount of \$88,600, pending final review from the architect.

Motion: The Administrative Committee recommends that the full Board authorize the Director to submit a construction grant application in the amount of \$88,600.00 for the renovation of employee support spaces.

3. Payroll Company Update:

- The library will transition from Paychex to GTM.
- GTM has a significant amount of HR components.
- There will be a two-phase rollout, the first phase will focus on transitioning payroll processes, while phase two will implement a more comprehensive onboarding structure for employees.

4. Community Way Update/Prevailing Wage and Competitive Bidding:

- A legal opinion was requested regarding options for moving forward with repaving Community Way. The committee discussed the matter and recommended that it be brought before the full Board for further discussion at the next Board meeting.

5. Schodack Contract Update:

- Efforts are underway to schedule a meeting with Schodack.

6. Land Purchase/Use Policy Discussion:

- Discussion has been deferred to the next committee meeting.

Future Discussions:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. Community Way Update/Prevailing Wage and Competitive Bidding
3. Schodack Contract Update
4. Land Purchase/Use Policy Discussion
5. ADA-Facilities Checklist
6. Space Planning



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