

Library Board of Trustees Meeting – APPROVED 10/20/2026
September 28, 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 September 28, 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:

- No public comment was received.

LIAISON REPORTS:

Friends of the Library (Julie Ann Price):

Book Sale:

- The fall book sale is October 3-4, with signage now up at the bowling alley.
- Approximately 100 fewer boxes of books are available compared with previous sales.

- Inventory is particularly low in hardcover in fiction, history, and biographies, which are typically strong sellers.
- Attendance and sales will be monitored to determine whether the lower inventory is an isolated occurrence or a developing trend.

Night at the Library:

- The event is on Saturday, October 24, 2026, from 6:00-8:00 p.m.
- Tickets are on sale for \$30.00, with 30 tickets currently sold; additional attendance is needed.
- Volunteers are in place, with Nine Pin providing alcohol service and Healthy Café providing catering.
- Hawthorne Ridge is the naming sponsor, with an emphasis on ensuring a successful event and strong community partnership.
- Raffle baskets and a silent art auction will start on Thursday, October 1. The auction will include art as well as donated business items, with prizes ranging from approximately \$5 to several hundred dollars. A raffle will feature items valued at \$100 or less.
- Art After Dark will begin at 5:00 p.m. as a pre-event activity and is open to all ticket holders.
- Kristi Barlette will serve as MC, with String Winds providing candlelight orchestra-style music.
- Goff Middle School students will return to assist with hors d'oeuvres, Art After Dark, and raffle drawings. Their participation was well received last year.

Upper Hudson Library System (UHLS): No report was presented.

Town of East Greenbush: No report was presented.

Rensselaer County: No report was presented.

APPROVAL OF MINUTES:

- **MOTION #2026-09-61:** J. White made the motion to approve the minutes of the July 21, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- There was no meeting in August. The information presented represents a two-month period.
 - **MOTION #2026-09-62:** K. Kutzscher made a motion to accept the Off-Warrant in the amount of **\$418,807.14** for the period of July 22, 2026, through September 23, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-09-63:** S. Boggess made a motion to authorize the president to sign the Warrant for the period of July 15, 2026, through September 23, 2026, in the amount of **\$24,353.76**. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-09-64:** A. Miller made a motion to approve the September 23, 2026, Financials with 72.9% of the year completed, as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Services: A new policy was presented outlining guidelines for service animals in the library and appropriate staff interactions with them.

- **MOTION #2026-09-65:** K. Kutzscher made a motion to approve the Animals in the Library Policy, as presented. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

Administrative: No report was presented.

Budget: The proposed budget maintains library hours, programs, collections, technology, outreach, and core services while investing in staff and long-term sustainability. It prioritizes careful tax planning, preserves reserves for capital projects, emergencies, and one-time needs, and addresses major building and infrastructure needs separately through capital reserves, grants, and insurance proceeds when available. After several budget meetings, the Board developed a proposal that balances a reasonable tax levy with the library's ongoing financial needs.

- **MOTION #2026-09-66:** A. Miller made a motion to authorize an override of the New York State property tax levy limit for the 2027 fiscal year, if necessary. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-09-67:** A. Miller made a motion to approve the preliminary 2027 Library budget of \$2,834,060 for presentation at the October 13, 2026 Public Hearing. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

UNFINISHED BUSINESS: None

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

- **Strong Summer:** Building visits increased 4.4% with 282 new library cards issued, up 33% from last summer.
- **Programming & Reading:** Adult attendance increased and all-ages attendance doubled. The 12,500-book challenge resulted in 21,655 books logged by the end of August.

- **Outreach:** Staff participated in 21 community outreach events, connecting with nearly 500 people at the School District Summer Fun Day alone.
- **Usage Trends:** Physical circulation, website use, and public computer use declined slightly, while database use and drive-thru circulation remained strong.
- **Staff:** Staff were recognized for their flexibility and teamwork during a busy summer of staffing changes.
- **Operations & Projects:** Proposals are being evaluated for copier and IT services, cybersecurity improvements are ongoing, and the transition to a new payroll provider is being finalized.
- **Capital Projects:** The staff restroom/wellness project was recommended for \$78,206 in state construction aid, pending approval. The public restroom project is in the design/review phase with SAM grant funding.
- **Carpet Concerns:** Independent testing and follow-up meetings are continuing regarding unresolved carpet concerns and corrective work.

PERSONNEL MEMORANDUM:

- **MOTION #2026-09-68:** D. Morrissey made a motion to approve the September 28, 2026, Personnel Memorandum, as presented. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

New York State Construction Grant: The construction grant application will be submitted for signature and reviewed by the New York State Library before being forwarded to the Dormitory Authority. Funding decisions are expected around this time next year. The library has six years to complete the project, allowing flexibility to delay construction if needed due to other capital projects.

- **MOTION #2026-09-69:** J. White made a motion to approve the submission of a New York State Construction Grant application to renovate the Staff Restroom and Wellness Space Rehabilitation, requesting \$78,206 in grant funding as attached. The total project is estimated to cost approximately \$100,000. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

ADJOURN:

- **MOTION #2026-09-70:** Motion to adjourn the September 28, 2026, Library Board meeting was made by A. Miller at 7:28 p.m. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary