

Administrative Committee Minutes

October 5, 2026 • 7:00 PM

Attendance: Kayla Kutzscher (Chair – Secretary), Charlie Pensabene (President),
Amanda Miller (Vice President), Jill Dugas Hughes (Director),
Jenna Schmonsky (Administrative Assistant)
Excused: Crystal Derico (Treasurer)

ACTION ITEMS:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. Payroll Company Update
3. IT MSP Provider Update
4. Schodack Contract Update
5. Community Way MOU Update
6. Draft 2027 Board Meeting Calendar
7. Draft Financial Control and Fiscal Accountability Policy (this will replace General Accounting Practices Policy – East Greenbush Community Library)

1. Facilities Updates

Roof Project:

- Awaiting information regarding the roof grant.
- There are a few change orders still outstanding. Installation of the snow guards and heat trace also remains to be completed.

Renovations from Water Damage:

- Additional testing is underway to identify the cause, which may be related to adhesive or moisture in the carpet pad.
- Results from multiple tests are still pending.

Other:

- The library is looking into repaving the parking lot in the spring. Pricing is underway.
- The library is still awaiting delivery of the glass for the front entryway.

2. Payroll Company Update:

- Transition to the new payroll company is ongoing, with three additional training sessions scheduled.

3. IT MSP Provider Update:

- Transition from TAG Solutions to Repeat Business Systems is underway. Repeat Business Systems was selected from three companies considered.

- The staff copier will be replaced soon which will be replaced by Repeat Business Systems.

4. Schodack Contract Update:

- A meeting is scheduled to meet with Schodack Town Supervisor.

5. Community Way MOU Update:

- A draft MOU is currently under review by Hawthorne Ridge's legal team. Once their review is complete, it will be reviewed by the library and sent to legal for further review.
- Grant funding may be available to support paving improvements for Community Way.

6. Draft 2027 Board Meeting Calendar:

- The committee reviewed the 2027 board meeting calendar which consists of board meetings, annual trustee training, services & administrative committee meetings, budget meetings, and election dates.

Motion: The Administrative Committee moved to recommend that the full Board approve the 2027 Board Meeting Calendar.

7. Draft Financial Control and Fiscal Accountability Policy:

- This policy will replace the General Accounting Practices Policy.
- The committee discussed incorporating other financial policies into the Financial Control and Fiscal Accountability Policy.
- Further review is needed before approval.

Policies discussion:

- The committee discussed the process of reviewing and approving policies, including bringing policies directly to the full Board rather than to individual committees. New or lengthy policies may be reviewed by the appropriate committee before being presented to the full Board for approval.

Future Discussions:

1. ADA-Facilities Checklist
2. Space Planning
3. Printing Fees & Table of Fines/Fees
4. Star of Hope Memorial
5. Land Purchase/Use Policy Discussion
6. Investment Policy (review)
7. Conflict of Interest Policy (review)
8. Gifts & Donations Policy (review)
9. Deaccession Policy (review)