Library Board of Trustees Meeting – APPROVED 9/28/2026
July 21, 2026, in person, livestreamed, and recorded

ATTENDEES:
Presiding Officers:
Charlie Pensabene, President
Amanda Miller, Vice-President
Kayla Kutzscher, Secretary
Crystal Derico, Treasurer
Doug Morrissey, Trustee
Excused:
Sarah Boggess, Trustee
Jordan White, Trustee

Library staff, Community Partners & Members of the Public:
Jill Dugas Hughes, Library Director
Jenna Schmonsky, Administrative Assistant
Albert Yasus, Jr.

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 21, 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: N/A

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Upper Hudson Library System (UHLS) (On behalf of Camie Engel, C. Pensabene noted the following):

- The UHLS Board met on July 8.
- The Youth and Family Services Manager will be visiting constituent libraries to gather feedback on youth and family services initiatives.
- UHLS will organize a Friends Council for Friends of Library groups.
- The Mohawk Valley Library System is hosting a variety of events to commemorate the 250th anniversary, including a guided tour of a Revolutionary War battlefield led by the former director of Upper Hudson on August 11.

Town of East Greenbush: N/A
Rensselaer County: N/A

APPROVAL OF MINUTES:

- **MOTION #2026-07-52:** K. Kutzscher made the motion to approve the minutes of the June 23, 2026, Library Board Meeting. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- The Off-Warrant included expenses for two pay periods, routine operating expenses, and a significant payment to Titan Roofing, funded through a transfer from non-restricted capital reserves.

- **MOTION #2026-07-53:** D. Morrissey made a motion to accept the Off-Warrant in the amount of **$380,168.96** for the period of June 19, 2026, through July 16, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

- **MOTION #2026-07-54:** A. Miller made a motion to authorize the president to sign the Warrant for the period of June 19, 2026, through July 16, 2026, in the amount of **$47,058.06.** Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.

- **MOTION #2026-07-55:** K. Kutzscher made a motion to approve the July 16, 2026, Financials with 53.97% of year completed, as presented. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

COMMITTEE REPORTS:

Services: Highlights from the written report included: liaisons for board meetings, Community Access and Shared Spaces Policy, and Trustee Recruitment.

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- **MOTION #2026-07-56:** The Services Committee made a motion to approve the Community Access and Shared Spaces Policy. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

Administrative: Highlights from the written report included: facilities update, NYS Construction Grant Scope, payroll company, Community Way & Prevailing Wage, and Schodack contract.

- **MOTION #2026-07-57:** The Administrative Committee made a motion to authorize the Director to submit a construction grant application in the amount of $88,600.00 for the renovation of employee support spaces. Seconded by A. Miller. The motion was carried with 5 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:

Summer Reading:

- The library is in its busiest season with the launch of the Summer Reading Program.
- On kickoff day, 163 children and teens and 86 adults registered for the program.
- More than 9,000 books have been logged toward the library's 12,500-book reading challenge.
- Community participation and enthusiasm have been strong, with high engagement in both reading and summer programming.

Community Connections:

- Continued strengthening community partnerships throughout the month.
- Launched a new sustainability series in partnership with Cornell Cooperative Extension.
- Participated in community outreach events, including the New York State Museum and the Schodack Farmers Market.
- Welcomed local kindergarten classes to the library for visits.
- Trained 92 teen volunteers to support library programs and services during the summer.

Library Usage Growth and Physical Circulation Trends:

- Overall library use remains strong, with increases in building visits, website traffic, Wi-Fi usage, new library cards, and active borrowers.
- Physical circulation continues to decline, consistent with national trends.
- Ongoing publisher and distribution delays are affecting the availability of new books.
- Supply chain disruptions have continued since the closure of Baker & Taylor, formerly the nation's largest library book distributor, resulting in slower delivery of new materials.

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Staffing:

- The library is managing several staffing transitions, including routine turnover, a retirement, and multiple leaves of absence.
- Recruitment is underway, with several positions already filled and hiring continues to address remaining vacancies.

Operations Update:

- Continuing to transition to a new payroll system.
- Wrapping up the reporting requirements for the Upper Hudson Equity Challenge Grant, which concludes on December 31.

Facilities Projects Update:

- Roofing work continues to progress, with Titan completing remaining trim work and installing the roof ladder.
- Remaining work includes installation of snow guards and replacement of the roof snow-melt heating system.
- Final pricing for the remaining project components is still being finalized.
- A potential moisture issue has been identified following the carpet installation.
- The contractor and project manager are investigating the cause to determine whether it is related to the installation or a broader building issue.
- The Board will be updated as more information becomes available.
- Planning has begun for the public restroom renovation, primarily funded through a $250,000 SAM grant.
- The library is also developing plans for staff restroom and workplace renovations, contingent upon future grant funding.

PERSONNEL MEMORANDUM:

- **MOTION #2026-07-58:** C. Derico made a motion to approve the July 21, 2026, Personnel Memorandum, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

NEW BUSINESS:

Trustee Recruitment Event:

- The Board discussed hosting a trustee recruitment event to educate prospective candidates about Board service and other library volunteer opportunities.
- Board members expressed interest in collaborating with the Friends of the Library on a joint recruitment event, if scheduling allows.
- Timing was discussed to ensure prospective candidates have adequate time to gather petition signatures before the trustee election.
- August 18th was identified as a potential timeframe, with September 15th remaining an alternative if a joint event cannot be arranged.

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Request for Star of Hope Memorial relocation to Columbia High School:

- The Board discussed relocating the Star of Hope Memorial, which honors high school students who passed away before graduation, from library property to Columbia High School.
- The memorial has experienced maintenance challenges over the years despite the Rotary Club's volunteer efforts and is in need of restoration.
- Columbia High School expressed interest in assuming stewardship, with a contractor offering to relocate the memorial and restore the site at no cost.
- Board members agreed the school is a more appropriate and meaningful location where the memorial can be better maintained and integrated into student life.

  - **MOTION #2026-07-59:** A. Miller made a motion to approve the relocation of the Star of Hope Memorial from the East Greenbush Community Library to Columbia High School in partnership with the Rotary Club. Seconded by K. Kutzscher. The motion was carried with 5 in favor, none opposed.

Prevailing Wage and Competitive Bidding:

- The Board discussed legal guidance regarding procurement and prevailing wage requirements for the jointly owned Community Way project.
- Based on counsel's review, the Board agreed to continue using competitive bidding while recognizing that prevailing wage requirements may not apply under the library's legal structure.
- The library will work with project partners (YMCA and Eddy Hawthorne Ridge) to update the Memorandum of Understanding (MOU) before moving forward with repairs.
- The project remains tentatively scheduled for Spring 2027, subject to partner coordination and budget approvals.

Upcoming Meetings:

- The Board agreed to cancel the August 3 committee meetings.
- An August 18 meeting will be held, with the final format (Board or committee meetings) to be determined based on organizational needs.
- The August 18 meeting may also include a trustee recruitment event, pending coordination with the Friends of the Library.
- A Community Advisory Council meeting is scheduled for August 20.
- A Budget Committee meeting is scheduled for August 24.

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ADJOURN:

- **MOTION #2026-07-60:** Motion to adjourn the July 21, 2026, Library Board meeting was made by K. Kutzscher at 8:15 p.m. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant
Respectfully submitted by: Kayla Kutzscher, Secretary

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