Library Board of Trustees Meeting - DRAFT
October 20, 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
Albert Yasus, Jr. (entered 7:16 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 20, 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.

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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: No report was presented.
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 #2026-10-72:** S. Boggess made the motion to approve the minutes of the September 28, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

APPROVAL OF PUBLIC HEARING MINUTES:

- **MOTION #2026-10-73:** A. Miller made the motion to approve the minutes of the October 13, 2026, Public Hearing for the 2027 Library Board Meeting. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- **MOTION #2026-10-74:** J. White made a motion to accept the Off-Warrant in the amount of **$120,219.50** for the period of September 24, 2026, through October 15, 2026, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-75:** D. Morrissey made a motion to authorize the president to sign the Warrant for the period of September 24, 2026, through October 15, 2026, in the amount of **$22,449.14.** Seconded by J. White. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-76:** J. White made a motion to approve the October 20, 2026, Financials with 78.7% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

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COMMITTEE REPORTS:

Services: Library Closure Schedule for 2027 – the holiday schedule remains consistent with the previous year, with the one-time addition of Sunday, December 26, to avoid staffing difficulties for the half-day following Christmas. The report also included: Exhibit Policy amendments to coincide with the American Library Association Bill of Rights, and Building Access Controls Policy.

- **MOTION #2026-10-77:** The Services Committee made a motion to approve the 2027 Library Closure Schedule. Seconded by S. Boggess. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-78:** The Services Committee made a motion to approve the Exhibit Policy amendments. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-79:** The Services Committee made a motion to approve the Building Access Controls Policy, formerly known as Library Access Policy. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

Administrative: Roof project updates remain pending, including grant information. Renovations related to water damage are on hold pending further investigation into the cause and responsibility. The parking lot repaving is being considered for the spring, and delivery of the front entryway glass should arrive soon. The report also included: new payroll company, IT MSP Provider, Schodack contract, Community Way MOU, board meeting calendar for 2027, draft financial control and fiscal accountability policy, and the process of reviewing and approving policies.

The Board meeting calendar for 2027 will be referred back to the committee for further review of meeting times and the possibility of changing meeting dates.

Budget: On October 13, the proposed 2027 budget of $2,834,060, including a tax levy of $2,153,060, was presented to the public and full Board. A committee budget meeting followed, and no changes were made to the proposed budget.

- **MOTION #2026-10-80:** A. Miller made a motion to approve the proposed 2027 budget in the amount of $2,834,060, which includes a tax levy of $2,153,060, to be presented to the public for a public vote on Monday, November 16, 2026. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

UNFINISHED BUSINESS: The Trustee candidate forum scheduled for October 22 has been cancelled, as two candidates are expected to fill the two available trustee positions.

NEW BUSINESS:

Establish Nominating Committee: The members of the Nominating Committee are K. Kutzscher, C. Pensabene, A. Miller, with A. Miller serving as chair. The committee will develop a slate of Board Officers for the upcoming year, to be presented at the December board meeting.

Contract for Service- Co-Managed IT Services: The contract for Repeat Business Systems, Inc. is based on the library's current number of devices, which is expected to remain relatively stable. The contract offers modest savings over the previous agreement by including additional services. Three vendors were solicited and evaluated, and full Board approval is required under the purchasing policy before the contract can be signed.

- **MOTION #2026-10-81:** A. Miller made a motion to authorize the Library Director to enter into an annual contract with Repeat Business Systems, Inc. For Co-Managed IT Services and Cloud Backup services, with an initial recurring cost of $2,550 per month

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($30,600 annually) for the Library's current configuration. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT: Highlights from the written report included:

- A September 4th internet outage highlighted the library's role as a community resource for internet acess and workspace.
- September visits totaled 11,654, up 8.3% from last year; 189 new library cards were issued.
- Adult Services held 41 program sessions and Youth Services held 21. Youth Services also welcomed four fifth-grade classes from Genet Middle School.
- Reference interactions exceeded 1,200, an increase of 35% over last year.
- The Community Reading Challenge surpassed its 12,500-book goal, reaching 22,525 books.
- Outreach included East Greenbush Community Day, connecting with approximately 210 people, and a successful first Silent Book Club at Uncommon Grounds.
- A new Senior Planet partnership will expand off-site digital literacy training for seniors.
- ENL programming continues through Questar, with declining participation.
- Cornell Cooperative Extension offered a successful sustainability series and a program on practical AI applications for seniors.
- Some staff completed CPR and AED training through the County Health Department.
- The Friends of the Library's upcoming "Night at the Library" fundraiser is Saturday, October 24.

Recognition was extended to the library staff and Board of Trustees for their continued support and efforts in making the library a valuable community resource.

PERSONNEL MEMORANDUM:

- **MOTION #2026-10-82:** S. Boggess made a motion to approve the October 20, 2026, Personnel Memorandum, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

ADJOURN:

- **MOTION #2026-10-83:** Motion to adjourn the October 20, 2026, Library Board meeting was made by A. Miller at 7:35 p.m. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

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

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