

Administrative Committee Minutes 11-4-24

Members present: Katie Sheehan (Chair), Camie Engel, Mari Harris (President), Jill Dugas Hughes (Director)

- Construction update:
 - Paint, tile, mosaic tile done or happening soon.
 - Lighting ordered to replace temporary lighting.
 - Jill is currently working on windows order.
 - Windows and EIFS will be completed in spring.
 - All items covered because we are under budget.
 - Jill will look into car chargers and electric signage as possible future construction grant ideas.
- Rensco Update (\$1K): we haven't received the check, but we did receive \$1,000 commitment/letter of agreement.
- Budget:
 - **Motion:** The Admin Committee makes a recommendation to extend the library budget cycle and election by two months, beginning in 2025.
 - We make this recommendation so that we have definitive figures in order to craft the budget with fewer variables.
 - Potential timeline of budget process for 2026:
 - June: Jill begins planning, and budget committee is established.
 - August: Budget committee meets.
 - September Board Meeting: The budget committee makes a preliminary presentation to the Board.
 - One week prior to the October Board Meeting: The public hearing is held.
 - October Board Meeting: The Board votes to approve the budget.
 - The day before the November Board Meeting: The budget vote and trustee election are held.
 - Personnel:
 - Jill's recommendation is that we hire a PT and FT clerk ASAP because we are currently down two PT employees.
 - The committee supports this decision and commits to maintaining these positions throughout 2025 even though we must restructure the proposed budget based on the anticipated contribution from Schodack.

Upcoming items:

- December: NYS Paid Family Leave Act; health insurance buyout/trading days to offset insurance cost (must happen by March); **focus on Schodack and restructure budget: all trustees are invited to attend**
- January: Reserves Policy