

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
October 22, 2024 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Colleen Larsen, Regina Wittosch, Nora Aman-Gurvich, Barbara Johansen, and Mary Berrigan.

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: Meg Sgombick (Florida Public Library) and Diane Arcieri (Florida Public Library/RCLS Board of Trustees)

Absent: Wayne Rossi and TAB

I. Meeting called to order by Mark Damia at 7:06 pm

II. Pledge of Allegiance.

III. Review/Revise Agenda: None.

IV. Public Comment: None.

V. Annual Investment Portfolio Review with Ameriprise Financial Advisor James Cha.

VI. Fiscal Reports:

A. **FY 2024 – 2025 Balance Sheets:** Reviewed by the Board.

B. **FY 2024 – 2025 P&L:** Reviewed by the Board.

C. **Budget Amendments:**

Nora Aman-Gurvich of the Finance Committee made a recommendation that the Board consider a motion to approve the following budget amendments, both pertaining to the fiscal year ended 6/30/24; Barbara Johansen seconded the recommendation:

A. Increase account #5240 Other Maintenance by \$7,586.50 to total \$126,357.58; decrease account #5200 Fuel & Utilities by \$5,000 to total \$46,569.31; decrease account #5220 Building Repairs by \$2,586.50 to total \$33,950.55.

B. Increase account #5120 Postage by \$1,605.67 to total \$10,605.67 and decrease account #5100 Supplies by \$1,605.67 to total \$17,738.34.

Motion to approve budget amendments:

Nora-Aman Gurvich made a motion to approve the above-mentioned amendments; Regina Wittosch seconded the motion. The Board voted as follows: The Board voted as follows: Mark

Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #685 (General Fund); Colleen Larsen seconded the recommendation.

Motion to Approve Warrant #685 (General Fund):

Mary Berrigan made a motion to approve Warrant #685 (General Fund); Barbara Johansen seconded the motion. The Board voted as follows: The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- E. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #25 (Capital Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #25 (Capital Fund):

Nora Aman-Gurvich made a motion to approve Warrant #25 (Capital Fund); Colleen Larsen seconded the motion. The Board voted as follows: The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- F. **Library Expenses to be Reimbursed by the Library Foundation:** None.

- G. **Additional debit card vendor(s):**

Nora Aman-Gurvich recommended that the Board consider a motion to approve the following as debit card vendors; Colleen Larsen seconded the recommendation:

- a. Interstate Waste – approval to pay via EFT
- b. WVT Fiber

Motion to approve additional debit card vendors:

Barbara Johansen made a motion to approve Interstate Waste and WVT Fiber as additional debit card vendors; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- H. **Minutes of September 24, 2024 Regular Monthly:**

Mary Berrigan recommended that the Board consider a motion to approve the minutes of the 9/24/24 regular monthly meeting; Colleen Larsen seconded the recommendation.

Motion to approve minutes of the September 2024 Regular Monthly Meeting:

Colleen Larsen made a motion to approve the minutes of the 9/24/24 meeting; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

VII. New Business

- A. Proposed Meeting Room Use Policy for new Study Rooms (discussion only – vote in November)
- B. Proposed Gift / Donation Policy (discussion only – vote in November)

C. Approval of RCLS Budget:

Mark Damia of the Executive Committee recommended that the Board consider a resolution to approve the RCLS 2025 budget; Nora Aman-Gurvich seconded the recommendation.

Motion to approve the RCLS 2025 budget:

Regina Wittosch made a motion to approve the RCLS 2025 budget; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

D. Award of Snowplowing Contract – December 2024 through March 2025:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to award the Winter 2024/2025 snowplowing contract to Daubert’s, the lowest bid, at a cost of \$12,282.00; Barbara Johansen seconded the recommendation.

Motion to award Winter 2024/2025 snowplowing contract to Daubert’s Lawn Service, Inc.:

Colleen Larsen made a motion to approve the award; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

VIII. Old Business: None.

IX. Board Committee Reports: Reviewed.

- A. **Executive Committee** – Mark Damia.
- B. **Building & Grounds** – Regina Wittosch.
- C. **Community Relations** – Nora Aman-Gurvich
- D. **Financial** - Regina Wittosch

E. **Personnel Committee** – Colleen Larsen. Discussion to be held in Executive Session.

X. **FOL** - Colleen Larsen.

- FOL will host a holiday book sale the weekend of December 7th.

XI. **Director's Report:** Reviewed.

XII. Personnel Committee member Colleen Larsen recommended that the Board consider a motion to go into Executive Session to discuss employment history of particular persons; Barbara Johansen seconded the recommendation.

Motion to move into Executive Session to discuss the employment history of particular persons:

Colleen Larsen made a motion to go into Executive Session; Barbara Johansen seconded it. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

XIII. **Executive Session:**

A. Review of Personnel Report.

Upon reconvening to regular meeting:

B. Colleen Larsen recommended that the Board consider a motion to approve the October 2024 personnel report; Mary Berrigan seconded the recommendation.

Motion to approve the October 2024 Personnel Report

Regina Wittosch of the Personnel Committee made a motion to approve the October 2024 personnel report; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

XIV. **Adjournment:**

A motion to adjourn the meeting at 8:25 p.m. was made by Regina Wittosch; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve budget amendments.
2. To approve Warrant #685 (General Fund).

3. To approve Warrant #25 (Capital Fund).
4. To approve Interstate Waste and WVT Fiber as debit card vendors.
5. To approve minutes of the September 2024 Regular Monthly Meeting.
6. To approve the RCLS 2025 budget.
7. To approve awarding the Winter 2024/2025 snowplowing contract to Daubert's Lawn Service.
8. To move into Executive Session.
9. To approve October 2024 Personnel Report.
10. To adjourn.

XV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, November 19, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O'Riordan October 22, 2024, and submitted October 28, 2024.