

# ALBERT WISNER PUBLIC LIBRARY

## Board of Trustees Meeting (In-person at the Library) May 28, 2024 @ 7:00 PM

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### Minutes

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

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None.

**Absent:** Mark Damia, Wayne Rossi and TAB

**I. Meeting called to order by Nora Aman-Gurvich at 7:00pm**

**II. Pledge of Allegiance.**

**III. Review/Revise Agenda: None**

**IV. Public Comment: None.**

**V. Fiscal Reports:**

A. **FY 2023 – 2024 Balance Sheets:** Reviewed by the Board.

B. **FY 2023 – 2024 P&L:** Reviewed by the Board.

C. **Budget Amendments:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following budget amendments; Barbara Johansen seconded the recommendation.

- a. *Increase account #5025-01 Foundation Programming by \$150.00 to total \$20,336.19, and increase account #4090 Foundation Reimbursements by \$150.00 to \$34,452.25.*
- b. *Increase account #5220 Building Repairs by \$2,537.05 to total \$36,537.05 and decrease account #5240 Other Maintenance by \$2,537.05 to total \$114,962.95.*
- c. *Increase account #5130 Publicity by \$655.99 and decrease account #5100 Supplies by \$655.99 to total \$14,950.86*
- d. *Increase account #5030 Equipment by \$9,470.99 to total \$49,554.75 and decrease account #5240 Other Maintenance by \$9,470.99 to total \$105,491.96*

**Motion to approve the recommended budget amendments:**

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

- D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #680 (General Fund); Colleen Larsen seconded the recommendation.

**Motion to Approve Warrant #680 (General Fund):**

Regina Wittosch made a motion to approve Warrant #680 (General Fund); Mary Berrigan seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes. The motion was approved.

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #20 (Capital Fund); Mary Berrigan seconded the recommendation.

**Motion to Approve Warrant #20 (Capital Fund):**

Barbara Johansen made a motion to approve Warrant #20 (Capital Fund); Regina Wittosch seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes. The motion was approved.

- E. **Library Expenses to be Reimbursed by the Library Foundation:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the Fiscal Year 2024/2025 proposed AWPL Foundation Reimbursements to AWPL, totaling \$50,425.00; Barbara Johansen seconded the recommendation.

**Motion to approve the proposed Fiscal Year 2024/2025 AWPL Foundation Reimbursements:**

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

- F. **Minutes of 4/23/2024 Regular Monthly Meeting:**

Mary Berrigan recommended that the Board consider a motion to approve the minutes of the 4/23/24 regular monthly meeting; Colleen Larsen seconded the recommendation.

**Motion to approve minutes of the April 23, 2024 Regular Monthly Meeting**

Barbara Johansen made a motion to approve the minutes of the 4/23/24 meeting; Colleen Larsen seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes. The motion was approved.

VI. **New Business:**

- A. **Employee Dental Insurance Plan Renewal:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve renewing the Aetna employee dental insurance plan @ a premium increase of 11.72% over 2023-2024; Colleen Larsen seconded the recommendation.

**Motion to approve renewal of Aetna employee dental insurance plan 7/15/24 – 7/14/2025:**

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

**B. 2025 RCLS IT Service Fees:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve RCLS IT Fees for calendar year 2025 @ \$40,482.00; Colleen Larsen seconded the recommendation.

**Motion to approve 2025 RCLS IT Service Fees:**

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

**C. Eliminate/Reallocate FY 2024/2025 Budget for Museum Passes (5040-037) and Reduce Materials Budget to \$215,200.00:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve eliminate and reallocate \$7,000 designated for 2024/2025 museum passes (as follows), because the AWPL Foundation will assume all FY 2024/2025 museum pass costs; Colleen Larsen seconded the recommendation:

- *add \$1,500 to account 5025 Programming*
- *add \$1,200 to account 5035 Audiovisual*
- *add \$500 to account 5065 Serials*
- *add \$2,000 to account 5160 Professional Fees*
- *add \$1,800 to account 5130 Publicity*

**Motion to approve the elimination and reallocation of the 2024/2025 museum pass budget and, correspondingly, reduce the 2024/2025 materials budget to \$215,200.00:**

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

**VII. Old Business:** Update on the diner booths, DIRTT Room, and Wisner Room project.

**VIII. Board Committee Reports:** Reviewed.

- A. **Executive Committee:** Nora Aman-Gurvich
- B. **Building & Grounds** - Regina Wittosch
- C. **Community Relations** – Nora Aman-Gurvich
- D. **Financial** - Regina Wittosch
- E. **Personnel Committee** – Colleen Larsen. Review of Personnel Report in Executive Session.

**IX. FOL** - Colleen Larsen.

- Summer Book Sale scheduled for June 1, 2024.

**X. Director’s Report:** Reviewed.

**XI.** Personnel Committee member Colleen Larsen recommended that the Board consider a motion to go into Executive Session to discuss the Personnel Report; Regina Wittosch seconded the recommendation.

**Motion to move into Executive Session:**

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

**XII. Executive Session:**

- A. Review of Personnel Report.

***Upon reconvening to regular meeting:***

**B. Motion to approve May 2024 Personnel Report:**

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

**XIII. Adjournment:**

**A motion to adjourn** the meeting at 8:40 p.m. was made by Mary Berrigan; Regina Wittosch seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes. The motion was approved.

**Motions:**

1. To approve recommended budget amendments.
2. To approve Warrant #680 (General Fund).
3. To approve Warrant #20 (Capital Fund).
4. To approve proposed Fiscal Year 2024/2025 AWPL Foundation Reimbursements.

5. To approve minutes of the 4/23/24 Regular Monthly Meeting.
6. To approve renewal of Aetna dental insurance plan.
7. To approve 2025 RCLS IT Service Fees.
8. To approve elimination & reallocation of 2024/2025 museum pass budget.
9. To move into Executive Session.
10. To approve May 2024 Personnel Report.
11. To adjourn.

**XV. Date & Time for Upcoming Meeting:**

- **Regular monthly meeting:** Tuesday, June 25, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O’Riordan May 28, 2024, and submitted May 29, 2024.