

# ALBERT WISNER PUBLIC LIBRARY

## Board of Trustees Meeting (In-person at the Library) June 25, 2024 @ 7:00 PM

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### Minutes

**PRESENT:** Board Members Mark Damia, Colleen Larsen, Nora Aman-Gurvich, Mary Berrigan, and Wayne Rossi.

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None.

**Absent:** Regina Wittosch, Barbara Johansen, and TAB

I. **Meeting called to order by Mark Damia 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:**

Nora Aman-Gurvich recommended that the Board consider a motion to approve the following budget amendments; Mary Berrigan seconded the recommendation.

- a. *Increase account #5000 Professional Salaries by \$21,116.93 to total \$301,116.93, and decrease account #5010 Non-Professional Salaries by \$21,116.93 to \$560,883.07. [*
- b. *Increase account #5031 Automation Expense by \$4,088.10 to total \$43,038.10 and decrease account #5030 Equipment by \$4,088.10 to total \$45,466.65.*
- c. *Increase account #5130-02 Tax Levy Vote Expenses by \$3,735.40 and decrease account #5200 Fuel & Utilities by \$3,735.40 to total \$52,898.34*

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

Wayne Rossi made a motion to approve the recommended budget amendments; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.

- D. Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #681 (General Fund); Wayne Rossi seconded the recommendation.

**Motion to Approve Warrant #681 (General Fund):**

Nora Aman-Gurvich made a motion to approve Warrant #681 (General Fund); Wayne Rossi seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.

Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #21 (Capital Fund); Wayne Rossi seconded the recommendation.

**Motion to Approve Warrant #21 (Capital Fund):**

Mary Berrigan made a motion to approve Warrant #21 (Capital Fund); Wayne Rossi seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.

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

- F. **Minutes of 5/28/24 Regular Monthly Meeting:**

Mary Berrigan recommended that the Board consider a motion to approve the minutes of the 5/28/24 regular monthly meeting; Wayne Rossi seconded the recommendation.

**Motion to approve minutes of the May 28, 2024 Regular Monthly Meeting**

Colleen Larsen made a motion to approve the minutes of the 5/28/24 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; Wayne Rossi – Yes. The motion was approved.

**VI. New Business:**

- a. **Nora Aman-Gurvich made a motion to open at noon on Monday, August 5** to allow staff time to adjust to the new ILS (Koha) which goes live the morning of August 5; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.
  
- b. **Wayne Rossi made a motion to move the November 2024 Board meeting date to 11/19 from 11/26, and December 2024 Board meeting from 12/24 to 12/17;** Nora Aman-

Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.

- c. AWPL website modification/migration update – reviewed.

**VII. Old Business:** Reviewed.

- a. Review of Paul Mays memo
- b. Diner Booths
- c. Sustainable Libraries Initiative progress update

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

- A. **Executive Committee:** Mark Damia.
- B. **Building & Grounds** – None.
- 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.

- The Friends of the Library had a very successful book sale.
- FOL fundraiser – tickets are on sale for a performance at Shadowlands Stage in Ellenville.

**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; Mary Berrigan seconded the recommendation.

**Motion to move into Executive Session:**

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

**XII. Executive Session:**

- A. Review of Personnel Report.

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

- B. Mary Berrigan recommended that the Board consider a motion to approve the June 2024 personnel report; Wayne Rossi seconded the recommendation.

**Motion to approve the June 2024 Personnel Report**

Colleen Larsen of the Personnel Committee made a motion to approve the June 2024 personnel report; Wayne Rossi seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora

Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.

**XIII. Adjournment:**

**A motion to adjourn** the meeting at 8:35 p.m. was made by Nora Aman-Gurvich; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Wayne Rossi – Yes. The motion was approved.

**Motions:**

1. To approve recommended budget amendments.
2. To approve Warrant #681(General Fund).
3. To approve Warrant #21 (Capital Fund).
4. To approve minutes of the 5/28/24 Regular Monthly Meeting.
5. To approve Library opening at noon on Monday, August 5, 2024 for implementation of new ILS system.
6. To approve moving the 11/26/24 board meeting to 11/19/24 and the 12/24/24 meeting to 12/17/24.
7. To move into Executive Session.
8. To approve June 2024 Personnel Report.
9. To adjourn.

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

- **Annual Reorganization Meeting:** Tuesday, July 23, 2024 at 6:30pm at the Library (Board Room)
- **Regular monthly meeting:** Tuesday, July 23, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O’Riordan June 25, 2024, and submitted July 8, 2024.