

ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting (In-person at the Library) August 27, 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: None.

Absent: Wayne Rossi and TAB

I. Meeting called to order by Mark Damia at 7:03pm

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:** None.

D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #683 (General Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #683 (General Fund):

Nora Aman-Gurvich made a motion to approve Warrant #683 (General Fund); 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.

E. Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #23 (Capital Fund); Mary Berrigan seconded the recommendation.

Motion to Approve Warrant #23 (Capital Fund):

Regina Wittosch made a motion to approve Warrant #23 (Capital Fund); Colleen Larsen 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.

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

G. **Motion to approve additional debit card vendor(s) as needed:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve adding GHA Technologies, Inc. as an approved debit card vendor. Mary Berrigan seconded the recommendation.

Motion to approve GHA Technologies, Inc. as a debit card vendor.

Regina Wittosch made a motion to approve GHA Technologies, Inc. as a debit card vendor; 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.

H. **Minutes of July 2024 Regular Monthly Meeting and Minutes of the July 2024**

Reorganization Meeting:

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 7/23/24 regular monthly meeting and 7/23/24 reorganization meeting; Nora Aman-Gurvich seconded the recommendation.

Motion to approve minutes of the July 2024 Regular Monthly Meeting and July 2024

Reorganization Meeting

Barbara Johansen made a motion to approve the minutes of the 7/23/24 meeting; 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.

VI. **New Business**

A. **Resolution to Construct Addition to Library Building:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve Board Resolution regarding construction of an addition to the library building; Nora Aman-Gurvich seconded the recommendation. Resolution read by Board President Mark Damia:

WHEREAS: The Board of Trustees of the Albert Wisner Public Library has reviewed the conceptual plans and proposal to construct an addition to the library building of approximately 3,039 sq. ft., at an estimated

cost of \$2,250,000. The proposed project aligns with the goals of the Library's Strategic Plan, and its completion is expected to enhance the Library's efficiency and service to its patrons.

THEREFORE, IT IS RESOLVED to undertake the project, which will be funded using a combination of interfund transfers from the General Fund, New York State Department of Library Development Construction Aid, and New York State grants including Legislative Initiative Funding and Community Resiliency, Economic Sustainability, and Technology (CREST) grant.

Motion to pass resolution to construct addition to the library building.

Mary Berrigan made a motion to approve the resolution to construct addition to the library building; 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.

B. DIRTT Study Rooms:

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the following capital expenditures in order to construct two study rooms on the main floor; Regina Wittosch seconded the recommendation.

- **Accent Furniture:** \$51,842.69 for freight, delivery, installation of glass and solid walls. Cost is provided under New York State Contract.
- **Accent Furniture:** \$5,035.70 for freight and inside delivery of study room tables and chairs. Cost is provided under New York State Contract.
- **Ashley Mechanical:** \$4,675.00 to furnish all labor, equipment and materials to modify the HVAC system to support the new study rooms.
- **Kode Electric:** \$1,510.00 to provide new electrical outlets, occupancy sensors and recessed lighting to the new study rooms.
- **Sullivan Fire Protection Corp.:** \$3,500 to furnish labor and materials to remove and relocate existing sprinkler heads, install concealer sprinkler covers on existing sprinkler heads.
- **S.E.M. Security Systems, Inc.:** \$1,900 to furnish two new horn strobes (audiovisual alarms) to support the new study rooms.

Motion to approve capital expenditures:

Regina Wittosch made a motion to approve the expenditures; 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.

VII. Old Business: None.

VIII. 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.

IX. FOL - Colleen Larsen.

- The Friends will resume meeting September 11, 2024.

X. Director's Report: Reviewed.

XI. Personnel Committee member Mary Berrigan recommended that the Board consider a motion to go into Executive Session to discuss employment history of a special employee; Barbara Johansen 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: 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.

XII. 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 August 2024 personnel report; Barbara Johansen seconded the recommendation.

Motion to approve the August 2024 Personnel Report

Mary Berrigan of the Personnel Committee made a motion to approve the July 2024 personnel report; 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.

XIII. Adjournment:

A motion to adjourn the meeting at 8:12 p.m. was made by Colleen Larsen; 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.

Motions:

1. To approve Warrant #683(General Fund).
2. To approve Warrant #23 (Capital Fund).
3. To approve GHA Technologies, Inc. as a debit card vendor.
4. To approve minutes of the July Regular Monthly Meeting and July Reorganization Meeting.
5. To pass resolution to construct library building addition.
6. To approve capital expenditures to construct DIRTT study rooms.
7. To move into Executive Session.
8. To approve August 2024 Personnel Report.
9. To adjourn.

XV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, September 24, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O’Riordan August 27, 2024, and submitted August 28, 2024.