

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
September 24, 2024 @ 7:00 PM

Minutes

PRESENT: Board Members 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: Mark Damia, Wayne Rossi and TAB

I. Meeting called to order by Nora Aman-Gurvich at 7:02pm

II. Pledge of Allegiance.

III. Review/Revise Agenda: Add EventBrite as an additional debit card vendor.

IV. Public Comment: None.

V. 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:** None.

D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #684 (General Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #684 (General Fund):

Regina Wittosch made a motion to approve Warrant #684 (General Fund); Colleen Larsen seconded the motion. The Board voted as follows: 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 #24 (Capital Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #24 (Capital Fund):

Mary Berrigan made a motion to approve Warrant #24 (Capital Fund); Barbara Johansen seconded the motion. The Board voted as follows: 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):**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve adding EventBrite as an approved debit card vendor. Nora Aman-Gurvich seconded the recommendation.

Motion to approve EventBrite as a debit card vendor:

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

H. **Minutes of August 27, 2024 Regular Monthly:**

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 8/27/24 regular monthly meeting; Mary Berrigan seconded the recommendation.

Motion to approve minutes of the August 2024 Regular Monthly Meeting

Regina Wittosch made a motion to approve the minutes of the 8/27/24 meeting; Barbara Johansen seconded the motion. The Board voted as follows: Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

VI. New Business

A. Roth 403(b) option for employee retirement savings:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to offer a Roth 403(b) retirement plan as an alternative to the traditional 403(b) retirement plan option already available to employees.

Motion to add a Roth 403(b) plan to be made available to employees:

Mary Berrigan made a motion to add a Roth 403(b) plan; Barbara Johansen seconded the motion. The Board voted as follows: Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

B. Nugent & Haeussler (CPA) FY 2023-2024 Audit:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve Nugent & Haeussler's Letter of Agreement to audit the Library's financial records for the fiscal year ended June 30, 2024, at a fee not to exceed \$14,000. Colleen Larsen seconded the recommendation.

Motion to approve Nugent & Haeussler's Letter of Agreement for fiscal year ended June 20, 2024:

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

C. Updated COVID-19 Policy:

Mary Berrigan recommended that the Board consider a motion to approve an updated COVID-19 policy for Library staff; Colleen Larsen seconded the recommendation.

Motion to approve the updated COVID-19 policy for Library staff:

Barbara Johansen made a motion to approve the updated policy; Mary Berrigan seconded the motion. The Board voted as follows: 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:** Nora Aman-Gurvich.
- 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 have resumed monthly meetings after taking the summer off.
- FOL will be helping out at the Warwick Children's Book Festival on October 13.
- FOL will host a holiday book sale in December.

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 employment history of a particular employee; Mary Berrigan seconded the recommendation.

Motion to move into Executive Session:

Mary Berrigan made a motion to go into Executive Session; Barbara Johansen seconded it. The Board voted as follows: 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 September 2024 personnel report; Regina Wittosch seconded the recommendation.

Motion to approve the September 2024 Personnel Report

Mary Berrigan of the Personnel Committee made a motion to approve the September 2024 personnel report; Barbara Johansen seconded the motion. The Board voted as follows: 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 8:15 p.m. was made by Barbara Johansen; Colleen Larsen seconded the motion. The Board voted as follows: 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 #684(General Fund).
2. To approve Warrant #24 (Capital Fund).
3. To approve EventBrite as a debit card vendor.
4. To approve minutes of the August 2024 Regular Monthly Meeting.
5. To add a Roth 403(b) plan for employees.
6. To approve Nugent & Haeussler’s Letter of Agreement for FY 2023-2024.
7. To approve updated COVID-19 policy.
8. To move into Executive Session.
9. To approve September 2024 Personnel Report.
10. To adjourn.

XV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, October 22, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O’Riordan September 24, 2024, and submitted September 26, 2024.