

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In-person at the Library)**  
**October 24, 2023 @ 7:00 PM**

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**Minutes**

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

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**AWPL Staff:** Billie Gallo

**Members of the Public:** None.

**Absent:** Wayne Rossi and TAB

**I. Meeting called to order by Mark Damia at 7:02 pm**

**II. Pledge of Allegiance.**

**III. Public Comment: None.**

**IV. Staff:** Outreach Librarian Billie Gallo shared several outreach possibilities with the Board that the Library could explore and/or implement.

**V. Review/Revise Agenda**

**VI. Fiscal Reports:**

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

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

C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #673 (General Fund); Nora Aman-Gurvich seconded the recommendation.

**Motion to Approve Warrant #673 (General Fund):**

Regina Wittosch made a motion to approve Warrant #673; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

D. Budget Amendment: None.

E. Library Expense to be reimbursed by the Library Foundation. None.

- F. Debit Card Vendor Approvals: None.
- G. Colleen Larsen recommended that the Board consider a motion to approve the minutes of the September 26, 2023 regular monthly meeting. Nora Aman-Gurvich seconded the recommendation.

**Motion to approve Minutes of September 26, 2023 Regular Board Meeting:**

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

**VII. New Business:**

**A. Approval of Change in RCLS Integrated Library System (ILS):**

Mark Damia, of the Executive Committee, recommended that the Board consider a motion to approve the decision by the RCLS Directors' Association to change the Integrated Library System to ByWater Solutions; Colleen Larsen seconded the recommendation.

*Whereas, Albert Wisner Public Library ("the Library") and Ramapo Catskill Library System ("RCLS") are party to an agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and*

*Whereas, the Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to a new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore*

*BE IT RESOLVED that the Library hereby AGREES with the DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.*

**Motion to approve the to approve the decision by the RCLS Directors' Association to change the Integrated Library System to ByWater Solutions:**

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

**B. Renewal of Employee Health Insurance Policy:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve renewal of the Library's employee health insurance policy, with a premium increase of 5.69%; Nora Aman-Gurvich seconded the recommendation.

**Motion to approve renewal of Employee Health Insurance Policy:**

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

**C. Holiday Schedule:**

The Board approved the closing of the Library on Sunday, December 31, 2023 (New Year's Eve.)

**VIII. Old Business: None.**

**IX. Board Committee Reports**

**A. Executive – Follow-up to Paul Mays visit on 8/22/23 regarding space planning:**

Mark Damia recommended that the Board consider engaging Butler, Rowland, Mays Architects to create a master plan for the library building; Barbara Johansen seconded the recommendation.

**Colleen Larsen made a motion to approve engaging Butler, Rowland, Mays Architects to create a master plan for the library building;** Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**B. Building and Grounds – Regina Wittosch**

- Only Daubert's Lawn Service responded to a request for bids for the 2023-2024 snow removal contract. They have been awarded the contract.

**C. Community Relations – None.**

**D. Financial – Regina Wittosch.** Lisa will invite James Cha of Ameriprise to the November Board meeting to go over the Library's investments.

**E. Personnel Committee – Colleen Larsen.**

Review of Personnel Report in Executive Session.

**X. FOL - Colleen Larsen.** The Friends will host a holiday book sale on December 9<sup>th</sup> and will have a raffle for a gift basket full of goods.

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

- The December regular Board Meeting will be held on Tuesday, December 19, 2023 at 7pm instead of Tuesday, December 26, 2023.

**XII.** Personnel Committee member Mary Berrigan recommended that the Board consider a motion to go into Executive Session to discuss the Personnel Report; Regina Wittosch seconded the recommendation. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**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; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**XIII. Executive Session:**

A. Review of Personnel Report.

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

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

B. Colleen Larsen recommended that the Board consider a motion to approve the October 2023 personnel report; Regina Wittosch seconded the motion.

**Motion to approve October 2023 Personnel Report:**

Mary Berrigan made a motion to approve the October 2023 personnel report; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**XIV. Adjournment:**

**A motion to adjourn** the meeting at 8:28 p.m. was made by Nora Aman-Gurvich; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**Motions:**

1. To approve Warrant #673.
2. To approve minutes of 9/26/23 Regular Board Meeting.
3. To approve the decision by the RCLS Directors' Association to change the ILS to ByWater Solutions.
4. To approve the renewal of Employee Health Insurance Policy.
5. To approve engaging Butler, Rowland, Mays Architects to create a master plan for AWPL building.
6. Motion to move into Executive Session.
7. Motion to approve October 2023 Personnel Report.
8. Motion to adjourn.

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

- Regular monthly meeting to be held on Tuesday, November 28, 2023, 7:00pm @ AWPL.
- Regular monthly meeting for December – Tuesday, December 19, 2023, 7:00 pm @ AWPL  
(moved by Board agreement one week earlier because of holiday conflicts.)

Recorded by Siobhan O’Riordan October 24, 2023 and submitted on October 27, 2023.