

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In person at the Library)
October 27, 2022 at 7:00 PM

Minutes

PRESENT: Board Members: Mark Damia, Regina Wittosch, Colleen Larsen, Mary Berrigan, Nora Aman-Gurvich
(Nora left meeting at 7:40pm)

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None

Absent: TAB; Wayne Rossi and Barbara Johansen

- I. **Meeting called to order by Mark Damia at 7:05 pm**
- II. **Pledge of Allegiance**
- III. **Meeting with Ameriprise Financial Advisor James Cha via video conference call at 7:15pm.**
- IV. **Review/Revise Agenda**
- V. **Fiscal Reports:**
 - A. FY 2022 – 2023 Balance Sheets: Reviewed by the Board.
 - B. FY 2022 – 2023 P&L: Reviewed by the Board.
 - C. **Motion to Approve Budget Amendments:** None.
 - D. **Motion to Approve Warrant #661 (General Fund):**

Regina Wittosch made a motion to approve Warrant #661; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.
 - E. **Motion to Approve Warrant 16 (Capital Fund):**

Regina Wittosch made a motion to approve Warrant #16; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.
 - F. Motion to approve Library expenses to be reimbursed by the Library Foundation – None.
 - G. Motion to approve additional debit card vendors as needed: None.

VI. Motion to approve Minutes of 9/27/22 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; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

VII. New Business:

A. Motion to approve renewal of Health Insurance Policy 2022-2023 (effective 12/1/2022) @ 5.21% increase:

Colleen Larsen made a motion to approve the renewal; Regina Wittosch seconded the motion.

The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

B. Motion to approve Employee Assistance Plan 2022-2023 renewal (effective 11/1/2022 – no increase over 2021-2022):

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

C. Motion to approve the RCLS Budget for 2023:

Regina Wittosch made a motion to approve the budget; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

D. Tentative tax levy vote date for 2023 set for Tuesday, April 4.

VIII. Old Business:

A. Strategic Planning: Meeting to discuss findings of the Strategic Survey scheduled for November 29 @ 6:30pm pending confirmation with Alan Burger of Library Development Solutions.

B. Safe and Sound Security will install new security cameras the week of October 24, 2022.

IX. Board Committee Reports

A. **Executive** – Mark Damia. None.

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

➤ Snowplowing bids – still waiting on two bids to come in.

- Fencing – bids were received from Protection Fence and Kuperus Custom Fence.
- **Motion to approve Kuperus Custom Fence quote for the installation of fencing in the front of Library.** Motion to approve Kuperus Custom Fence was made by Colleen Larsen; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.
- Regina is looking for quotes on replacing existing 3” gutters with 4” gutters with shields; 6” gutters need to be installed on side of building that currently has none.
Motion to approve up to \$3,300 for gutter work.

C. **Community Relations** – None.

D. **Financial** – Regina Wittosch.

E. **Personnel Committee** – Colleen Larsen. Review of Personnel Report (upon reconvening to regular meeting)

Motion to approve September 2022 Personnel Report.

Colleen Larsen made a motion to approve the September 2022 Personnel Report; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

X. **FOL: Colleen Larsen.** The Friends of the Library will hold a holiday book sale December 3. Colleen shared that the FOL will donate \$10,000 to the Library.

XI. **TAB Report: None.**

XII. **Director’s Report:** Reviewed.

XIII. **Public Comment:** None.

XIV. **Executive Session: Motion to go into Executive Session:**

Regina Wittosch made a motion to go into Executive Session; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

XV. **Adjournment:**

A motion to adjourn the meeting at 8:40pm was made by Colleen Larsen; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

Motions:

1. To approve Warrant #661 (General Fund).
2. To approve Warrant #16 (Capital Fund).
3. To approve minutes of the September 27, 2022 Regular Board Meeting.
4. To approve renewal of Health Insurance Policy 2022-2023.
5. To approve Employee Assistance Plan 2022-2023.
6. To approve the RCLS Budget for 2023
7. To approve Kuperus Custom Fence quote for installation of fencing.
8. To approve up \$3,300 for gutter work.
9. To approve September 2022 Personnel Report.
10. To go into Executive Session.
11. To adjourn.

XVI. Date & Time for Upcoming Meeting(s):

- Regular Board Meeting is scheduled for Tuesday, November 15, 2022 at 7pm at the library

Recorded by Siobhan O’Riordan October 25, 2022 and submitted on November 8, 2022.