

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In person at the Library)**  
**November 15, 2022 at 5:00 PM**

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**Minutes**

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

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None

**Absent:** TAB; Wayne Rossi

**I. Meeting called to order by Mark Damia at 5:00 pm (early, due to inclement weather)**

**II. Pledge of Allegiance**

**III. Review/Revise Agenda**

**IV. 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 Amendment:**

**For fiscal year ending 6/30/22, motion to increase 5130 Publicity to \$11,176.32, and to decrease 5100 Supplies to \$18,936.44.** Regina Wittosch made a motion to approve amendment; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Barbara Johansen – Yes. The motion was approved.

D. **Motion to Approve Warrant #662:**

Regina Wittosch made a motion to approve Warrant #662; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Barbara Johansen – Yes. The motion was approved.

E. Motion to approve Library expenses to be reimbursed by the Library Foundation – None.

F. Motion to approve additional debit card vendors as needed: None.

V. **Motion to approve Minutes of 10/25/22 Regular Board Meeting:**

Change made to start time of meeting with Alan and Leslie Burger of Library Development Solutions – meeting will take place on November 29, 2022 at 3:00 pm.

Colleen Larsen made a motion to approve the minutes; Barbara Johansen seconded the motion.

The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Barbara Johansen – Yes. The motion was approved.

VI. **New Business:**

A. **Motion to approve Daubert’s snow removal contract for Winter 2022/2023.**

Mary Berrigan made a motion to approve the contract; Barbara Johansen seconded the motion.

The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes;

Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Barbara Johansen – Yes. The motion was approved.

B. **Motion to approve proposed revisions to Behavior, Internet Use and Anti-Harassment/Anti-Discrimination policies.**

Nora Aman-Gurvich made a motion to approve revisions; Barbara Johansen seconded the

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

Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Barbara Johansen – Yes. The motion was approved.

VII. **Old Business:**

Strategic Planning – patron survey update:

Survey results will be reviewed with the Board prior to the November 29 meeting with Alan and Leslie Burger.

VIII. **Board Committee Reports**

A. **Executive** – Mark Damia. The Board appreciated the reports from Emily Wilson and Teresa Vela-Hayes who attended the recent NYLA 2022 conference.

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

- a. Fencing: materials on order; Daubert's needs to move boulder from area where fencing will be installed.
- b. Gutters: installation put off until the spring 2023, after power washing.
- c. Power Washing: to be done in spring 2023.
- C. **Community Relations** – Nora Aman-Gurvich is looking into venues for the annual staff holiday party late January/early February.
- D. **Financial** – Regina Wittosch. None.
- E. **Personnel Committee** – Colleen Larsen. Review of Personnel Report in Executive Session.

**IX. FOL: Colleen Larsen.** The Friends of the Library will hold a holiday book sale December 3, 10am to 3pm. The FOL donated \$10,000 to the Library on 11/9/2022.

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

**XI. Public Comment:** None.

**XII. Motion to move into Executive Session:**

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

**XIII. Executive Session: review of personnel report. *Upon reconvening to regular meeting:***

**Motion to approve October 2022 Personnel Report.**

Barbara Johansen made a motion to approve the October 2022 Personnel Report; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Barbara Johansen – Yes. The motion was approved.

**XIV. Adjournment:**

**A motion to adjourn** the meeting at 5:50pm 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 budget amendment for budget year ending 6/30/22.
2. Warrant #662.
3. To approve minutes of the October 25, 2022 Regular Board Meeting.

4. To approve Daubert's snow removal contract for winter 2022/2023.
5. To approve revisions to Behavior, Internet Use and Anti-Harassment/Anti-Discrimination policies.
6. To go into Executive Session.
7. To approve October 2022 Personnel Report.
8. To adjourn.

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

- Regular Board Meeting is scheduled for Tuesday, December 20, 2022 at 7pm at the library

Recorded by Siobhan O'Riordan November 15, 2022 and submitted on November 18, 2022.