

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
November 28, 2023 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Regina Wittosch, Colleen Larsen, Mary Berrigan and Barbara Johansen

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: Nora Aman-Gurvich, Wayne Rossi and TAB

I. Meeting called to order by Mark Damia at 7:05 pm

II. Pledge of Allegiance.

III. Review/Revise Agenda: None

IV. Public Comment: None.

V. AWPL Investment Portfolio review with Ameriprise Financial adviser James Cha.

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 #674 (General Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #674 (General Fund):

Mary Berrigan made a motion to approve Warrant #674; Regina Wittosch seconded the motion.

The Board voted as follows: Mark Damia – 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 October 24, 2023 regular monthly meeting. Barbara Johansen seconded the recommendation.

Motion to approve Minutes of October 24, 2023 Regular Board Meeting:

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

VII. New Business:

A. Approval of RCLS 2024 Budget:

Mark Damia, of the Executive Committee, recommended that the Board consider a motion to approve the RCLS 2024 budget; Colleen Larsen seconded the recommendation.

Motion to approve the RCLS 2024 Budget:

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

B. Date for 2024 Tax Levy & Trustee Vote scheduled for April 2, 2024: Approved by the Board.

C. Board Meeting dates for November/December 2024: November 19 instead of November 26 and December 17 instead of December 24. Board approved changes.

D. Quarterly ½ day staff meetings for 2024: March 1, June 7, September 6 and December 6, 2024.
Approved by the Board.

VIII. Old Business: Bereavement Policy Revision:

Mary Berrigan of the Personnel Committee recommended that the Board consider a motion to approved the proposed changes to the bereavement policy; Colleen Larsen seconded the recommendation.

Motion to approve changes to the bereavement policy:

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

IX. Board Committee Reports

A. Executive – Board member Mark Damia proposed that the library organize a series of educational programs focused on civic engagement in the lead-up to the 2024 general election.

- B. **Building and Grounds** – Regina Wittosch. Board members are eager to visit a location where the "DIRTT" wall system, as recommended by Paul Mays, has been installed, in order to observe its functionality.
 - C. **Community Relations** – None.
 - D. **Financial** – Regina Wittosch. James Cha of Ameriprise gave an overview of 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 9th and will hold a raffle for a "Warwick Holiday Basket."
- XI. **Director's Report:** Reviewed.
- XII. Personnel Committee member Colleen Larsen recommended that the Board consider a motion to go into Executive Session to discuss the Personnel Report; Regina Wittosch seconded the recommendation.
Motion to move into Executive Session:
Colleen Larsen made a motion to go into Executive Session; Mary Berrigan seconded it. The Board voted as follows: Mark Damia – 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: The Board voted as follows: Mark Damia – 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 November 2023 personnel report; Regina Wittosch seconded the motion.
Motion to approve November 2023 Personnel Report:
Colleen Larsen made a motion to approve the November 2023 personnel report; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – 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 8:48 p.m. was made by Regina Wittosch; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve Warrant #674.
2. To approve minutes of 10/24/23 Regular Board Meeting.
3. To approve the decision by the RCLS 2024 Budget.
4. To approve the changes to the Bereavement Policy.
5. Motion to move into Executive Session.
6. Motion to come out of Executive Session.
7. Motion to approve November 2023 Personnel Report.
8. Motion to adjourn.

XV. Date & Time for Upcoming Meeting:

- Regular monthly meeting to be held on Tuesday, December 19, 2023, 7:00pm @ AWPL.

Recorded by Siobhan O’Riordan November 28, 2023 and submitted on December 7, 2023.