

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In-person at the Library)**  
**December 19, 2023 @ 7:00 PM**

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**Minutes**

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

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**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. Review/Revise Agenda: None**

**IV. Public Comment: None.**

**V. 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 #675 (General Fund); Nora Aman-Gurvich seconded the recommendation.

**Motion to Approve Warrant #675 (General Fund):**

Regina Wittosch made a motion to approve Warrant #675; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

D. **Budget Amendments:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following budget amendments; Barbara Johansen seconded the recommendation.

a. *Increase account #5120-01 Foundation Postage budget by \$96.06 to \$1,396.06*

b. *Increase account #5130-01 Foundation Publicity budget by \$1,280 to \$5,780*

c. *Increase account #4091 Foundation Reimbursements by \$1,376.06 to \$31,376.06*

**Motion to approve the recommended budget amendments.**

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

- 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 November 28, 2023 regular monthly meeting. Mary Berrigan seconded the recommendation.

**Motion to approve Minutes of November 28, 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; Regina Wittosch – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**VI. New Business:**

- A. **Community Solar** – Tabled until more information can be gathered.

**VII. Old Business: None.**

**VIII. Board Committee Reports:**

- A. Executive Committee: Mark Damia and Nora Aman-Gurvich
  - a. Library Tax Levy & Trustee Vote Date – Nora Aman-Gurvich of the Executive Committee recommended that the Board make a motion to hold the fiscal year 2024-2025 tax levy and Trustee vote on Tuesday, April 9, 2024; Regina Wittosch seconded the recommendation.

**Motion to hold the fiscal year 2024-2025 tax levy and Trustee vote on Tuesday, April 9, 2024**

Nora Aman-Gurvich made a motion to hold the 2024-2025 tax levy and Trustee vote on April 9, 2024; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

- b. **Public Hearing Date:**

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to hold the public meeting for the 2024-2025 tax levy and Trustee vote on Tuesday, March 26, 2024 at 7:00pm, to be followed immediately by the regular monthly Board meeting; Regina Wittosch seconded the motion.

**Motion to hold the public hearing for the 2024-2025 tax levy and Trustee vote on Tuesday, March 26, 2024 at 7:00pm, immediately followed by the regular monthly Board meeting.**

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

**B. Building & Grounds - Regina Wittosch**

- a. Regina Wittosch will follow-up with Dauberts to select and schedule the planting of three additional trees in the continuing effort to provide additional shade in the rear patio area.
- b. Require more information from the architect Paul Mays before moving forward with the plans for additional seating areas/rooms for the Library.

**C. Community Relations - Nora Aman-Gurvich**

- a. Lisa Laico will contact the Landmark Inn to schedule staff holiday party for January 31, 2024 if possible.

**D. Financial - Regina Wittosch**

**E. Personnel Committee - Colleen Larsen**

Review of Personnel Report in Executive Session.

**IX. FOL - Colleen Larsen.** The Friends had a successful holiday book sale and raffle.

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

The 2024 Warwick Children's Book Festival has been scheduled for October 12, 2024 at Stanley Deming Park.

**XI.** Personnel Committee member Mary Berrigan recommended that the Board consider a motion to go into Executive Session to discuss the Personnel Report; Colleen Larsen 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; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**XII. 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; Nora Aman-Gurvich – 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 December 2023 personnel report; Regina Wittosch seconded the motion.

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

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

**XIII. Adjournment:**

**A motion to adjourn** the meeting at 8:12 p.m. was made by Mary Berrigan; Barbara Johansen 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 #675.
2. To approve recommended budget amendments.
3. To approve minutes of 11/22/23 Regular Board Meeting.
4. To approve Tuesday, April 9, 2024 as the date of the 2024-2025 tax levy and Trustee vote.
5. To approve Tuesday, March 26, 2024 as the date for the public hearing on the 2024-2025 tax levy and Trustee vote.
6. Motion to move into Executive Session.
7. Motion to come out of Executive Session.
8. Motion to approve December 2023 Personnel Report.
9. Motion to adjourn.

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

- Regular monthly meeting to be held on Tuesday, January 23, 7:00pm @ AWPL.

Recorded by Siobhan O’Riordan December 19, 2023 and submitted December 21, 2023.