

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In person at the Library)**  
**December 20, 2022 at 7:00 PM**

---

**Minutes**

**PRESENT:** Board Members: Mark Damia, Colleen Larsen, Mary Berrigan, Nora Aman-Gurvich Dr. Wayne Rossi and Barbara Johansen

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** Christine Tyler

**Absent:** Regina Wittosch

**I. Meeting called to order by Mark Damia at 7:04 pm**

**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:**

Create income account #4082 (Orange & Rockland Non-Wire Alternative Initiative) @ \$33,915; increase expense account #5030 Equipment by \$33,915 to \$109,490.

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

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

D. **Motion to Approve Budget Amendment:**

Create income account #4120.3 (2022-2023 Senate Bullet Aid) @ \$17,000. Allocate as follows:

➤ Increase expense account #5130 Publicity \$5K to \$15,000.

➤ Increase expense account #5200 Fuel & Utilities \$5K to \$60,000.

➤ Increase expense account #5110 Telephone/DSL \$7K to \$13,000.

Mary Berrigan made a motion to approve; Nora Aman-Gurvich seconded the motion. The Board

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

E. **Motion to Approve Warrant #663:**

Wayne Rossi made a motion to approve Warrant #663; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Wayne Rossi – Yes; Barbara Johansen – 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.

V. **Motion to approve Minutes of 11/15/22 Regular Board Meeting:**

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

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

VI. **New Business:**

A. NYS Sen. Skoufis youth programming grant update – Lisa Laico and Teresa Vela-Hayes met with Mayor Michael Newhard to discuss possible projects.

B. Annual Fire Inspection update – Our most recent fire inspection noted some possible compliance issues with the building's interior doors. This issue was shared with the architect, Paul Mays who will draft a response to the Fire Inspector for further discussion.

C. Phone system replacement -

**Motion to approve the purchase of a new phone system for the Library not to exceed \$9,600.**

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

D. FY 2023-2024 draft budget review – to be discussed in Executive Session.

VII. **Old Business:**

**Strategic Planning** – Alan and Leslie Burger are putting together their initial draft of the Strategic Plan based on feedback from patrons, staff and members of the Board.

**Orange & Rockland energy incentive program** – the Library has been assigned a project manager for the ordering and installation of new, energy efficient LED lighting throughout the building at zero cost to the Library.

**VIII. Board Committee Reports**

- A. **Executive** – Mark Damia.
- B. **Building and Grounds** – Regina Wittosch and Barbara Johansen. None.
- C. **Community Relations** – Nora Aman-Gurvich. Staff will be polled to find out the best day of the week for holiday party.
- 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 raised almost \$500 at the Holiday Book Sale.

**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; Barbara Johansen seconded it. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Wayne Rossi – Yes; Barbara Johansen – Yes. The motion was approved.

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

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

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

**XIV. Adjournment:**

**A motion to adjourn** the meeting at 8:35pm was made by Wayne Rossi; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Wayne Rossi – Yes; Barbara Johansen – Yes. The motion was approved.

**Motions:**

1. To approve budget amendment for creating income account #4082 Orange & Rockland Non-Wire Alternative Initiative.
2. To approve budget amendment for creating income account #4120.3 2022-2023 Senate Bullet Aid.
3. Warrant #663.
4. To approve minutes of the November 15, 2022 Regular Board Meeting.
5. Motion to approve the purchase of new phone system not to exceed \$9,600.
6. To go into Executive Session.
7. To approve November 2022 Personnel Report.
8. To adjourn.

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

- Regular Board Meeting is scheduled for Tuesday, January 24, 2023 at 7pm at the library

Recorded by Siobhan O’Riordan December 20, 2022 and submitted on December 21, 2022.