

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In person with masks and socially distanced)
March 15, 2022 at 7:00 PM

Minutes

PRESENT: Board Members: Wayne Rossi, Regina Wittosch, Nora Aman-Gurvich, Margaret Bogdanski, Colleen Larsen, Mark Damia and Mary Berrigan.

Director: Rosemary Cooper

Library Staff: Melissa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: Stephen Kitar

Absent: TAB

I. Meeting called to order by Wayne Rossi at 7:00 pm

II. Pledge of Allegiance

III. Review/Revise Agenda

IV. Fiscal Reports:

A. FY 2020 – 2021 Balance Sheets: Reviewed by the Board.

B. FY 2020 – 2021 P&L: Reviewed by the Board.

C. Motion to Approve Budget Amendments: None.

D. Motion to Approve Warrant #654

Regina Wittosch made a motion to approve Warrant #654; Mark Damia seconded the motion.

The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski –

Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes.

The motion was approved.

E. Motion to approve Library expenses to be reimbursed by the Library Foundation:

Nora Aman-Gurvich made a motion to approve the FY 2022-2023 Proposed Budget as reviewed with Foundation on March 10, 2022; Margaret Bogdanski seconded the motion.

The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski –

Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes.

The motion was approved.

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

V. Motion to approve Minutes of February 15, 2022 Board Meeting:

Colleen Larsen made a motion to approve the minutes of the 2/15/22 Board Meeting; Regina Wittosch seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

VI. New Business:

A. Motion to approve the 2021 NYS Annual Report for Public and Association Libraries was made by Mary Berrigan; Margaret Bogdanski seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

B. Motion to appoint Volunteers for the April 5, 2022 election was made by Colleen Larsen; Regina Wittosch seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

C. Motion to approve Searchlight Consulting, Inc. to provide services as unpaid volunteer was made by Regina Wittosch; Mark Damia seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

VII. Old Business:

A. Motion to Update Temporary Safety Practices for COVID-19 Pandemic to become an Environmental Practices Policy. Regina Wittosch made a motion to approve; Colleen Larsen seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

B. Meeting Room (Board Room/Community Room) capacity levels were revised due to significant drop in COVID positivity rates. Board Room capacity remains at (6) six; Community Room raised to (50) fifty.

VIII. Board Committee Reports

A. **Executive** – Wayne Rossi. The light studies conducted by the architect Paul Mays demonstrated a need for a different approach to providing shade on the Performance Patio area; it was decided that the planting of several mature trees would accomplish the initial goal of the Pergola Project in lieu of an actual structure. The services of a landscape architect will be investigated.

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

Motion to approve renewal of annual contract with Encon Services & Supply with no increase in cost. Regina Wittosch made a motion to approve the renewal; Mary Berrigan seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

C. **Community Relations** – Nora Aman-Gurvich. The Board will host a retirement farewell for all of the Library's recent retirees on May 20 @ 5pm.

D. **Financial** – Regina Wittosch. None

E. **Personnel** – Colleen Larsen

Motion to approve March 2022 Personnel Report after review in Executive Session

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

IX. FOL: Colleen Larsen.

- The Friends hosted a farewell breakfast for Rosemary Cooper.
- The Annual Friends of the Library Membership Flyer has been mailed out; copies are available at the Library

X. TAB Report: None.

XI. Director's Report – Distributed to Board.

XII. Public Comment – Stephen Kitar.

Mr. Kitar came to observe the check handling procedures.

XIII. Executive Session: Personnel Matters.

Mark Damia made a motion to go into Executive Session; Regina Wittosch seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

XV. Adjournment:

A motion to adjourn the meeting was made by Regina Wittosch; Mary Berrigan seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Margaret Bogdanski – Yes; Mary Berrigan – Yes; Colleen Larsen – Yes; Nora Aman-Gurvich – Yes; Mark Damia - Yes. The motion was approved.

The meeting adjourned at 7:50 pm.

Motions:

1. To approve Warrant #654
2. To approve Library expenses to be reimbursed by the Library Foundation.
3. To approve minutes of February 15, 2022 Board Meeting.
4. To approve the 2021 NYS Annual Report for Public and Association Libraries
5. To appoint volunteers for the April 5, 2022 election.
6. To approve Searchlight Consulting, Inc. as an unpaid volunteer.
7. To update Temporary Safety Practices for COVID-19 Pandemic to become an Environmental Practices Policy.
8. To approve renewal of annual contract with Encon Services.
9. To go into Executive Session.
10. To approve the March 2022 Personnel Report.
11. To adjourn.

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

- Public Information Meeting on the Proposed FY 2022/23 Tax Levy and Budget – Tuesday, March 29, 2022 at 7pm
- Regular Board Meeting, Tuesday, April 19, 2022 at 7pm at the library.