

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
April 23, 2024 @ 7:00 PM

Minutes

PRESENT: Board Members Regina Wittosch, Colleen Larsen, Nora Aman-Gurvich, Mary Berrigan, Barbara Johansen and Wayne Rossi.

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: Mark Damia and TAB

I. Meeting called to order by Nora Aman-Gurvich at 7:00pm

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 #679 (General Fund); Wayne Rossi seconded the recommendation.

Motion to Approve Warrant #679 (General Fund):

Barbara Johansen made a motion to approve Warrant #679 (General Fund); Mary Berrigan seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Wayne Rossi - 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; Wayne Rossi seconded the recommendation.

- a. Increase budget for account 4128 Outreach Grant by \$10,000 to total \$10,000, and increase budget for account 5126 Outreach Programming by \$10,000 to total \$10,000.
- b. Increase account 5025-01 Foundation Programming by \$460.78 to \$20,174.29, and increase account 4091 Foundation Reimbursements by \$460.78 to \$34,290.35.
- c. Increase account 5190 Website to \$4,317.50 and decrease account 5200 Fuel & Utilities by \$4,317.50 to \$57,633.74.

- d. Increase account 5030 Equipment by \$5,780.22 to \$40,083.76 and decrease account 5200 Fuel & Utilities by \$5,780.22 to \$61,951.24.

Motion to approve the recommended budget amendments:

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

E. 2024 Library Tax Levy and Trustee Vote

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to appoint the following Library staff and volunteers to support the 2024 Library Tax Levy & Trustee vote; Wayne Rossi seconded the recommendation.

- *Jody DeGroat – Clerk of the Election*
- *Carol Lahti – volunteer greeter*
- *Stacy Kraai – volunteer greeter*
- *Karen Fisher – volunteer greeter*
- *Kim Peralta – volunteer greeter*
- *Mary Berrigan – volunteer greeter*
- *Margaret Spencer – volunteer greeter*

Motion to approve Library staff and volunteers to support the Vote:

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

F. **Library Expenses to be Reimbursed by the Library Foundation:** None.

G. **Motion to Approve Additional Debit Card Vendors as Needed:** None.

H. Minutes of 3/26/2024 Regular Monthly Meeting:

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 3/26/24 regular monthly meeting; Barbara Johansen seconded the recommendation.

Motion to approve minutes of the March 26, 2024 Regular Monthly Meeting

Colleen Larsen made a motion to approve the minutes of the 3/26/24 meeting; Wayne Rossi seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes. The motion was approved.

VI. New Business:

- A. Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the replacement of Heat Pump #6 by Ashley Mechanical at a cost of \$4,500.00; Wayne Rossi seconded the recommendation.

Motion to approve replacement of Heat Pump #6:

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

- B. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve the following SEQRA (NY State Environmental Quality Review Act) resolution; Wayne Rossi seconded the recommendation:

Be it resolved that the Board of Trustees for the Albert Wisner Public Library, as the lead agency for the New York State Environmental Review Act (SEQRA) process, declares that the "Interior Renovations" project, identified as SED project # 44-21-0106-6-024-007, is classified as a Type II Action under SEQRA. Type II actions are defined in New York Codes, Rules and Regulations Chapter VI, section 617 – State Environmental Quality Review, as "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site." As a Type II action, there is no further review required under SEQRA.

End of Resolution.

Motion to approve NY State Environmental Quality Review Act (SEQRA):

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

VII. Old Business: None.

VIII. Board Committee Reports: Reviewed.

- A. Executive Committee:** Nora Aman-Gurvich
- B. Building & Grounds -** Regina Wittosch
- C. Community Relations –** Nora Aman-Gurvich
- D. Financial -** Regina Wittosch
- E. Personnel Committee –** Colleen Larsen. Review of Personnel Report in Executive Session.

IX. FOL - Colleen Larsen.

- The Friends donated \$10,000 to the Library.
- Summer Book Sale scheduled for June 1, 2024.
- Membership flyer for 2024 has been mailed.
- The Friends will send a reminder "robocall" for the May 7th tax levy/Trustee vote.

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

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

Motion to move into Executive Session:

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

XII. **Executive Session:**

A. Review of Personnel Report.

Upon reconvening to regular meeting:

B. Mary Berrigan recommended that the Board consider a motion to approve the March 2024 personnel report; Regina Wittosch seconded the recommendation.

Motion to approve April 2024 Personnel Report:

Regina Wittosch made a motion to approve the April 2024 personnel report; Barbara Johansen seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Wayne Rossi - Yes. The motion was approved.

XIII. **Adjournment:**

A motion to adjourn the meeting at 7:58 p.m. was made by Regina Wittosch; Wayne Rossi seconded the motion. The Board voted as follows: Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Wayne Rossi - Yes. The motion was approved.

Motions:

1. To approve Warrant #679 (General Fund).
2. To approve recommended budget amendments.
3. To approve Library staff and volunteers to support 2024 Tax Levy & Trustee Vote.
4. To approve the minutes of the March 26, 2024 regular monthly meeting.
5. To approve the replacement of Heat Pump #6.
6. To approve NY State Environmental Quality Review Act Resolution.
7. To move into Executive Session.

8. To approve April 2024 Personnel Report.
9. To adjourn.

XV. Date & Time for Upcoming Meeting:

- **Library Tax Levy & Trustee Vote:** May 7, 2024 – 9:00am-9:00pm (Community Room)
- **Regular monthly meeting:** Tuesday, May 28, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O’Riordan April 23, 2024 and submitted May 1, 2024.

DRAFT