

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In person at the Library)
at 7:00 PM

Minutes

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

Director: Lisa Laico

Staff: Emily Wilson and Teresa Vela-Hayes

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: TAB

I. Meeting called to order by Mark Damia at 7:03 pm

II. Pledge of Allegiance

III. Public Comment: None.

IV. Review/Revise Agenda

V. Fiscal Reports:

A. **FY 2022 – 2023 Balance Sheets:** Reviewed by the Board.

B. **FY 2022 – 2023 P&L:** Reviewed by the Board.

C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve increasing account 5160 Professional Fees by \$10,000 to \$50,000 by reducing account 5240 Other Maintenance by \$10,000 to \$110,000. Barbara Johansen seconded the recommendation.

Motion to Approve Budget Amendment:

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

D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #667 (General Fund); Mary Berrigan seconded the recommendation.

Motion to Approve Warrant #667 (General Fund):

Regina Wittosch made a motion to approve Warrant #667; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

- E. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve the proposed Fiscal Year 2023/2024 AWPL Foundation Reimbursements to AWPL, totaling \$30,000. Barbara Johansen seconded the recommendation.

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

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

- F. Colleen Larsen, as Secretary, recommended that the Board consider a motion to approve the minutes of the March 2023 meeting; Barbara Johansen seconded the recommendation.

Motion to approve Minutes of 3/28/23 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; Regina Wittosch – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

VI. New Business:

- A. Staff members Emily Wilson and Teresa Vela-Hayes presented information on the Sustainable Libraries Initiative to the Board. The Board was unanimous in its support of the Initiative. The Library will proceed with next steps.
- B. Finance Committee member Regina Wittosch recommended that the Board make a motion to certify the official results of the 2023 Tax Levy & Trustee vote: 527 total votes; 485 yes and 42 no on the tax levy; 508 votes for Regina Wittosch as Trustee; 3 write-in votes for Trustee. Mary Berrigan seconded the recommendation.

Motion to certify to 2023 Library Tax Levy & Trustee Vote:

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

- C. Executive Committee member Mark Damia recommended that the Board consider a motion to adopt the revised Request for Reconsideration of Library Materials form; Regina Wittosch seconded the recommendation. Item #7 was removed after discussion.

Motion to approve revised Request for Reconsideration of Library Materials Form:

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

- D. Information on sound-deadening material for the Wisner Room was introduced and reviewed with the Board. It was agreed that the Library will reach out to architect Paul Mays for his input.

VII. Old Business:

- A. LED lighting replacement is still ongoing.
- B. Main Line Fire Protection will install additional sprinkler head in the space below the main stairs.
- C. Michael Carlstrom of Ashcraft Door and Hardware is searching for a replacement piece for the existing door opener. If unsuccessful, he will provide an estimate for a new door opener.

VIII. Board Committee Reports

- A. **Executive** – Mark Damia. Mark will look into the specifications of the server proposed by RCLS and present his findings at the May meeting.
- B. **Building and Grounds** – Regina Wittosch and Barbara Johansen.
- Follow-up with Dauberts about miscellaneous landscaping and replacement of the dead tree.
 - Powerwashing of exterior to be done in May.
- C. **Community Relations** – Nora Aman-Gurvich. None.
- D. **Financial** – Regina Wittosch. None.
- E. **Personnel Committee** – Colleen Larsen.
- Review of Personnel Report in Executive Session.

IX. FOL: Colleen Larsen.

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

XI. Personnel Committee member Colleen Larsen recommended a motion to go into Executive Session to discuss the Personnel Report; Mary Berrigan seconded the recommendation.

Motion to move into Executive Session:

Regina Wittosch made a motion to go into Executive Session; Barbara Johansen seconded it. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

XII. Executive Session:

A. Review of Personnel Report.

Upon reconvening to regular meeting:

B. Personnel Committee member Colleen Larsen recommended that the Board make a motion to approve the April 2023 personnel report; Mary Berrigan seconded the recommendation.

Motion to approve April 2023 Personnel Report:

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

XIII. Adjournment:

A motion to adjourn the meeting at 8:50pm was made by Regina Wittosch; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes. The motion was approved.

Motions:

1. To approve budget amendment.
2. To approve Warrant #667.
3. To approve expenses reimbursement by the Library Foundation.
4. To approve minutes of 3/28/23 Regular Board Meeting.
5. To certify the 2023 Library Tax Levy & Trustee election results.
6. To approve revised Request for Reconsideration of Library Materials form.
7. Motion to move into Executive Session.
8. Motion to approve April 2023 Personnel Report.
9. Motion to adjourn.

XV. Date & Time for Upcoming Meeting:

- Regular monthly meeting to be held on Tuesday, May 23, 2023 at 7pm at AWPL.

Recorded by Siobhan O’Riordan April 25, 2023 and submitted on May 2, 2023.