

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In person at the Library)
May 17, 2022 at 7:00 PM

Minutes

PRESENT: Board Members: Wayne Rossi, Regina Wittosch, Mary Berrigan, Colleen Larsen, and Mark Damia

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: Thomas McKnight

Absent: TAB

I. Meeting called to order by Wayne Rossi at 7:05 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: Motion to increase 5065 Serials to \$7,263.59 and decrease 5040 Books to \$96,236.41.

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

D. Motion to Approve Warrant #656

Colleen Larsen made a motion to approve Warrant #656; Mark Damia seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved.

E. Motion to approve Library expenses to be reimbursed by the Library Foundation – None.

F. Motion to approve additional debit card vendors as needed: Motion to approve Stamps.com as an additional debit card vendor. Regina Wittosch made a motion to approve; Mark Damia seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved.

V. Motion to approve Minutes of April 19, 2022 Board Meeting:

Colleen made a motion to approve the minutes; Mary seconded the motion.

The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved.

VI. New Business:

- A. The Board reviewed the updated internet policy.
- B. The Board reviewed the new security camera policy.

VII. Old Business:

- A. Patio Shade Project update: The Board reviewed the plan presented by landscape architect Karen Arent and agreed the project should be delayed until the fall to allow for successful planting/reseeding of lawn.
- B. Motion to approve Safe & Sound Home Services Corp. security camera quote to update existing 11 cameras and add 4 new ones at prevailing wage: \$12,312.89. Mark Damia made a motion to approve the motion; Regina Wittosch seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved.
- C. Strategic Plan: Mark Damia will work with Alan and Leslie Burger of Library Development Solutions on developing the Library's next strategic plan.

VIII. Board Committee Reports

- A. **Executive** – Wayne Rossi. None.
- B. **Building and Grounds** – Brian Gitt oversaw the repair of the seam between the lower and upper parking lot; repair was completed.
- C. **Community Relations** – Nora Aman-Gurvich. None.
- D. **Financial** – Regina Wittosch. None
- E. **Personnel** –
 - Motion to approve May 2022 Personnel Report after review in Executive Session. Mark Damia made a motion to approve the May 2022 Personnel Report; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved.

- **Motion to approve salary increases, effective July 1, 2022, for staff as discussed in Executive Session.** Colleen Larsen made a motion to approve; Regina Wittosch seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved.

IX. FOL: Colleen Larsen. The Friends will host their annual Book Sale on July 30.

X. TAB Report: None.

XI. Director’s Report – Distributed to Board.

XII. Public Comment – Newly elected Village of Warwick Trustee Tom McKnight stopped by to introduce himself. He encouraged the Board to reach out to him as he will serve as the Village’s liaison to Library.

XIII. Executive Session: Personnel Matters.

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

XV. Adjournment:

A motion to adjourn the meeting was made by Regina Wittosch; Mark Damia seconded the motion. The Board voted as follows: Wayne Rossi – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Mark Damia - Yes. The motion was approved. The meeting adjourned at 8:25 p.m.

Motions:

1. To approve 5065 Serials to \$7,263.59 and decrease 5040 Books to \$96,236.41
2. To approve Warrant #656
3. To approve Stamps.com as an additional debit card vendor.
4. To approve minutes of April 19, 2022 Board Meeting.
5. To approve Safe & Sound Security Services security camera quote of \$12,312.89.
6. To approve resumption of quarterly staff training days.
7. To go into Executive Session.
8. To approve the May 2022 Personnel Report.
9. To approve salary increases as discussed in Executive Session.
10. To adjourn.

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

- Regular Board Meeting, Tuesday, June 21, 2022 at 7pm at the library.

Recorded by Siobhan O’Riordan May 17, 2022 and submitted on June 3, 2022.