

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

---

**Minutes**

**PRESENT:** Board Members Mark Damia, Nora Aman-Gurvich, Regina Wittosch, Colleen Larsen, Mary Berrigan and Barbara Johansen

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None.

**Absent:** Wayne Rossi;TAB

**I. Meeting called to order by Mark Damia at 7:02 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 the following budget amendments; Nora Aman-Gurvich seconded the recommendation:

- a. Increase account #5120 Postage by \$1,000 to \$7,000 and reduce account #5100 Supplies by \$1,000 to \$19,000.
- b. Increase account #5130 Publicity by \$1,000 to \$16,000 and reduce account #5100 Supplies to \$18,000.
- c. Increase account #4082 O&R Non-Wires Alternative by \$10,172 to \$44,087 and increase account #5030 Equipment to \$120,858.75.

**Motion to Approve Budget Amendments:**

Barbara Johansen made a motion to approve the proposed budget amendments; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes;

Barbara Johansen – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes.  
The motion was approved.

- D. Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #668 (General Fund); Regina Wittosch seconded the recommendation.

**Motion to Approve Warrant #668 (General Fund):**

Nora Aman-Gurvich made a motion to approve Warrant #668; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Nora Aman-Gurvich – 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:**

Mary Berrigan made a motion to approve the reimbursement; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Nora Aman-Gurvich – 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 April 2023 meeting; Mary Berrigan seconded the recommendation.

**Motion to approve Minutes of 4/25/23 Regular Board Meeting:**

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

**VI. New Business:**

- A. Annual Trustee Training – Lisa will speak with Grace Riario about trustee training sessions that have flexible time options.

- B. Finance Committee member Nora Aman-Gurvich recommended that the Board make a motion to approve the Aetna employee dental insurance plan at premium decrease of 6.9% from 2022-2023. Colleen Larsen seconded the recommendation.

**Motion to approve Aetna employee dental insurance plan:**

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

- C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to replace the Library's existing file server with a new server @ \$7,674.50. Mary Berrigan seconded the recommendation.

**Motion to approve new server purchase:**

Regina Wittosch made a motion to approve the purchase of a new server; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Nora Aman-Gurvich – 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 RCLS IT fees for calendar year 2024 @ \$33,963.00; Nora Aman-Gurvich seconded the recommendation.

**Motion to approve 2024 RCLS IT Service Fees:**

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

- E. Executive Committee member Nora Aman-Gurvich recommended the Board consider a motion to appoint the Assistant to the Director as the Records Officer, and the Library Director as the Appeals Officer, for processing FOIL requests. Regina Wittosch seconded the recommendation.

**Motion to appoint Assistant to the Director as the Records Officer, and the Library Director as the Appeals Officer, for processing FOIL requests.**

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

F. Board Statement on Materials Challenge: Reviewed.

**VII. Old Business:**

A. Library space planning/review with architect Paul Mays:

The Library is under increased pressure to optimize current space for programming and patron use. Paul Mays will schedule a visit to look at the current footprint and share recommendations on how the Library can evolve to meet the needs of both staff and the community.

B. Strategic Plan Status:

The Library has received the first draft of the Strategic Plan from the Burgers. The staff is currently reviewing and editing with the intention of presenting changes (an initial draft) at the June Board meeting.

**VIII. Board Committee Reports**

A. **Executive** – Mark Damia. None.

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

- New garbage can needed for front of building; current one is staining the cement (rust).
- Bare spots near Children’s Patio need to be re-seeded by Dauberts.
- The need for steps for the tiered seating area was clearly illustrated at the most recent outdoor concert, where people struggled to climb up the steep bank.
- Regina noticed some fading/weathering of siding near Children’s Patio area.
- Ivy needs to be removed from planting bed on Children’s Patio.
- Whole Children’s patio area to be cleaned up.

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.

The July re-organization meeting and the regular July Board meeting will take place on July 18. The re-organization meeting will begin at 6:30pm, with the regular board meeting following at 7pm.

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

**Motion to move into Executive Session:**

Mary Berrigan made a motion to go into Executive Session; Colleen Larsen seconded it. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Nora Aman-Gurvich – 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 May 2023 personnel report; Regina Wittosch seconded the recommendation.

**Motion to approve May 2023 Personnel Report:**

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

XIII. **Adjournment:**

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

**Motions:**

1. To approve budget amendment.
2. To approve Warrant #668.
3. To approve FY 2023-2024 AWPL expenses reimbursement by the Library Foundation.
4. To approve minutes of 4/25/23 Regular Board Meeting.
5. To approve Aetna employee dental insurance plan renewal for 2023-2024.
6. To approve new server purchase.
7. To approve 2024 RCLS IT Service fees.
8. To appoint Records Officer and Appeal Officer for processing FOIL requests.
9. Motion to move into Executive Session.

10. Motion to approve May 2023 Personnel Report.

11. Motion to adjourn.

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

- Regular monthly meeting to be held on Tuesday, June 27, 2023 at 7pm at AWPL.

Recorded by Siobhan O’Riordan May 23, 2023 and submitted on May 31, 2023.