

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
August 22, 2023 @ 7:15 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: Wayne Rossi, Colleen Larsen and TAB

I. Meeting called to order by Mark Damia at 7:15 pm

II. Pledge of Allegiance (recited at earlier meeting with architect Paul Mays)

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 Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #671 (General Fund); Mary Berrigan seconded the recommendation.

Motion to Approve Warrant #671 (General Fund):

Regina Wittosch made a motion to approve Warrant #671; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes;

Regina Wittosch – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to transfer \$38,950 from Acct#5030 (Technology) to Acct#5031 (RCLS Equipment); Mary Berrigan seconded the motion.

Motion to Approve Budget Amendment:

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

E. Library Expense to be reimbursed by the Library Foundation. None.

F. Debit Card Vendor Approvals:

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve **TrashcansWarehouse.com** and **Netflix** as approved debit card vendors; Barbara Johansen seconded the motion.

Motion to approve TrashcansWarehouse.com and Netflix as additional debit card vendors.

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

G. Mary Berrigan recommended that the Board consider a motion to approve the minutes of the 2023 annual Board Reorganization meeting. Nora Aman-Gurvich seconded the recommendation.

Motion to approve Minutes of 2023 Annual Board Reorganization Meeting:

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

Mary Berrigan recommended that the Board consider a motion to approve the minutes of the July 2023 **regular monthly meeting**. Nora Aman-Gurvich seconded the recommendation.

Motion to approve Minutes of July 2023 Regular Board Meeting:

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

VI. New Business:

A. Proposed Social Media Policy:

Mark Damia, of the Executive Committee, recommended that the Board approved the proposed Social Media Policy; Nora Aman-Gurvich seconded the recommendation.

Motion to approve Social Media Policy:

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

B. Replacement and upgrade of front lobby automatic door opener:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to replace and upgrade the existing Nortek 6900 automatic front lobby door opener, at a cost not to exceed \$7,280; Mary Berrigan seconded the recommendation.

Motion to replace and upgrade the existing Nortek 6900 automatic front lobby door opener.

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

C. Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the 2023-2024 renewal of the Library's commercial insurance policy, effective 9/15/23. Regina seconded the recommendation.

Motion to approve the renewal of the Library's 2023/2024 commercial insurance policy.

Mary Berrigan made a motion to approve the renewal of the Library's 2023-2024 commercial insurance policy; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

D. Insecticide/herbicide treatments on AWPL grounds:

Lisa Laico will gather information from various sources (the school district, DEC Orange County office, Cornell Cooperative Extension) to explore ways to reduce the risk of exposure to pesticides. She will also ask Daubert's Landscaping for a quote for over-seeding and aerating of the lawn as a means of maintaining lawn health.

VII. Old Business:

A. **Strategic Plan Status:** The Community Relations Committee met and made a few revisions; Alan Berger will revise the plan. Mary Berrigan made a recommendation to approve the updated Strategic Plan; Barbara Johansen seconded the recommendation.

Motion to approve the Library's Strategic Plan:

Regina Wittosch made a motion to approve the Library's Strategic Plan (with revisions); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

VIII. Board Committee Reports

A. **Executive** – Mark Damia completed the Censorship training at RCLS.

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

- Regina still looking into quotes for the installation of stone steps/railing for the amphitheater seating area.
- Daubert's installed some new plantings in the parking lot islands. The dead tree in the back of the Library has been removed and replaced.

C. **Community Relations** – Nora Aman-Gurvich. None.

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

E. **Personnel Committee** – Mary Berrigan for Colleen Larsen.

Review of Personnel Report in Executive Session.

IX. FOL: The FOL are off for the summer.

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

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

Motion to move into Executive Session:

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

Motion to approve August 2023 Personnel Report:

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

XIII.Adjournment:

A motion to adjourn the meeting at 9:20 p.m. was made by Barbara Johansen; Regina Wittosch seconded the motion. Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve Warrant #671.
2. Motion to approve budget amendment.
3. To approve additional debit card vendors.
4. To approve minutes of 7/18/23 Annual Board Reorganization Meeting.
5. To approve minutes of 7/18/23 Regular Board Meeting.
6. To approve Social Media Policy.
7. To approve the replacement and upgrade of the existing front door lobby automatic door opener.
8. Motion to approve the Library Strategic Plan.
9. Motion to move into Executive Session.
10. Motion to approve August 2023 Personnel Report.
11. Motion to adjourn.

XV. Date & Time for Upcoming Meeting:

- Regular monthly meeting to be held on Tuesday, September 26 at 7pm @ AWPL.

Recorded by Siobhan O’Riordan August 22, 2023 and submitted on August 29, 2023.