

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In person at the Library)**  
**August 23, 2022 at 7:00 PM**

---

**Minutes**

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

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None.

**Absent:** TAB; Wayne Rossi

**I. Meeting called to order by Mark Damia at 7:00 pm**

**II. Pledge of Allegiance**

**IV. Review/Revise Agenda:** Discussion of the RCLS ANSER Agreement expiring December 31, 2022 will be added to ***New Business***.

**V. Fiscal Reports:**

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

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

C. **Motion to Approve Budget Amendments:** None.

D. **Motion to Approve Warrant #659:**

Regina Wittosch made a motion to approve Warrant #659; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - 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: None.

**VI. Motion to approve Minutes of 7/19/22 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; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**Motion to approve Minutes of 7/19/22 Board Reorganization Meeting**

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

**VII. New Business:**

- A. **Motion to approve annual audit proposal from Nugent & Haeussler for FY 2021/2022** (audit 10/19/22 and 10/20/22):

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

- B. **Motion to approve revised Safe & Sound security camera quote** (replacement of 11 cameras, addition of 4 cameras) @ \$13,391.89 (revised from \$12,312.89 to include prevailing wage); \$9,821.89 applies to NYS Construction Aid grant application.

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

- C. **Motion to approve the NYS Construction Aid application** for security camera funding:

*The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of Albert Wisner Public Library.*

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

- D. Review of Board roles and responsibilities:
- The Board is clear on their roles/responsibilities.
  - RCLS-issued emails to be used for communication purposes. Lisa to ensure all Board members have or are provided with rcls.org accounts.
- E. **Motion to change regular monthly meeting date** of AWPL Board of Trustees to the 4<sup>th</sup> Tuesday of the month, beginning August 23, 2022.
- Mary Berrigan made a motion to approve the change; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.
- F. The Board supports staff attending library-related meetings and conferences as needed.
- G. The current 5-year RCLS ANSER Agreement expires December 31, 2022. Available options for the next five years were discussed and a decision will be voted on at the September meeting.

VIII. **Old Business:**

- A. Patio Shade Project: The findings of a light study conducted by the architect Paul Mays were shared with the Board. They showed that the planting of additional trees adjacent to the patio will not cast enough additional shade (in the short term) to make the space usable during the summer. Other options will be explored.
- B. Strategic Planning: Leslie and Alan Burger of Library Development Solutions will present an overview (via Zoom) at the next Library staff meeting (9/9/22). Mark Damia and Nora Aman-Gurvich will attend.

IX. **Board Committee Reports**

- A. **Executive** – None.
- B. **Building and Grounds** – Daubert’s Landscaping removed dead bushes in front of library along walkway as well as the three ash trees that were infected with the emerald ash borer. They also trimmed some low hanging branches along the walkway.
- C. **Community Relations** – Nora Aman-Gurvich. The Board is looking forward to the beginning of the Strategic Plan process.
- D. **Financial** – Regina Wittosch. None.

E. **Personnel Committee** – Colleen Larsen. The Board is in agreement on the continuation of Professional Staff development opportunities.

E. **Personnel** –

**Motion to approve June 2022 Personnel Report** (tabled until the September 20 meeting).

X. **FOL: Colleen Larsen.** The Friends of the Library will help out at the upcoming Warwick Children’s Book Festival in October.

XI. **TAB Report: None.**

XII. **Director’s Report** – As previously distributed to Board.

XIII. **Public Comment:** None.

XIV. **Executive Session:** None.

XV. **Adjournment:**

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

**Motions:**

1. To approve Warrant #659.
2. To approve minutes of the July 19, 2022 Regular Board Meeting.
3. To approve minutes of the July 19, 2022 Reorganization Board Meeting.
4. To approve annual audit proposal from Nugent & Haeussler.
5. To approve revised Safe & Sound security camera quote.
6. To approve the New York State Construction Aid grant application.
7. To approve the change the date of the monthly Board Meeting to the 4<sup>th</sup> Tuesday of the month.
8. To adjourn.

**XVI. Date & Time for Upcoming Meeting(s):**

Regular Board Meeting is scheduled for Tuesday, September 27, 2022 at 7pm at the library

Recorded by Siobhan O'Riordan August 23, 2022 and submitted on August 26, 2022.