

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
September 26, 2023 @ 7:06 PM

Minutes

PRESENT: Board Members 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, Mark Damia and TAB

I. Meeting called to order by Nora Aman-Gurvich at 7:06 pm

II. Pledge of Allegiance.

III. Public Comment: None.

IV. Review/Revise Agenda

V. Fiscal Reports:

A. **FY 2023 – 2024 Balance Sheets:** Reviewed by the Board.

B. **FY 2023 – 2024 P&L:** Reviewed by the Board.

C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #672 (General Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #672 (General Fund):

Mary Berrigan made a motion to approve Warrant #672; Barbara Johansen seconded the motion. The Board voted as follows: Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

D. Budget Amendment: None.

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 **Teachers-Pay-Teachers** as an approved debit card vendor; Colleen Larsen seconded the recommendation.

Motion to approve Teachers-Pay-Teachers as an additional debit card vendor.

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

G. Operating Funds Transfer Approval:

Regina Wittosch recommended that the Board consider a motion to approve ACH transfer of operating funds from the AWPL brokerage account on a monthly rather than quarterly basis, effective September 2023. Colleen Larsen seconded the motion.

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

- H. Colleen Larsen recommended that the Board consider a motion to approve the minutes of the August 2023 regular monthly meeting. Regina Wittosch seconded the recommendation.

Motion to approve Minutes of August 2023 Regular Board Meeting:

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

VI. New Business:

A. Proposed Library of Things Borrowing Guidelines, Waiver and Indemnification Agreement:

Nora Aman-Gurvich, of the Executive Committee, recommended that the Board consider a motion to approve the proposed Library of Things Borrowing Guidelines, Waiver and Indemnification Agreement; Colleen seconded the motion.

After discussion, it was decided that the checkout period for items in the Library of Things will be reduced from three weeks to one week/one renewal to allow for more patron usage.

Motion to approve Library of Things Borrowing Guidelines, Waiver and Indemnification Agreement:

Colleen Larsen made a motion to approve the **Library of Things Borrowing Guidelines, Waiver and Indemnification Agreement** with the above change; Barbara Johansen seconded the motion. The Board voted as follows: Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

B. Children's Room Furniture Reupholstery:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve reupholstering three chairs and three loveseats at a cost of \$11,727.53. Mary Berrigan seconded the recommendation.

Motion to reupholster 3 chairs and 3 loveseat in Children's Room.

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

VII. Old Business: None.

VIII. Board Committee Reports

A. Executive – None.

B. Building and Grounds – Regina Wittosch

- Regina has sent out requests for bids for the Winter 2024 snow removal contract. We have received one quote so far.

C. Community Relations – Nora Aman-Gurvich. Nora relayed the excitement in the Community over the upcoming Warwick Children's Book Festival.

D. Financial – Regina Wittosch. ACH transfer of operating funds (see item G.) James Cha relayed that while interest rates have remained steady over the past several months, he expects them to drop next year.

E. Personnel Committee – Colleen Larsen.

Review of Personnel Report in Executive Session.

IX. FOL - Colleen Larsen. The Friends will host a holiday book sale on December 9th. They have also gained 44 new members this year.

X. Director's Report: Reviewed.

- Lisa Laico completed Niche Academy's First Amendment Audit training webinar and strongly recommends it to staff and Board members.
- The December Regular Board Meeting will be held on Tuesday, December 19, 2023 at 7pm instead of Tuesday, December 26, 2023.

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

Motion to move into Executive Session:

Colleen Larsen made a motion to go into Executive Session; Regina Wittosch seconded it. The Board voted as follows: Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – 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. Colleen Larsen recommended that the Board consider a motion to approve the September 2023 personnel report; Mary Berrigan seconded the motion.

Motion to approve September 2023 Personnel Report:

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

XIII. Adjournment:

A motion to adjourn the meeting at 8:08 p.m. was made by Regina Wittosch; Mary Berrigan seconded the motion. The Board voted as follows: Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve Warrant #672.
2. To approve Teachers-Pay-Teachers as an additional debit card vendor.
3. To approve ACH transfer of operating funds on a monthly basis.
4. To approve minutes of 8/22/23 Regular Board Meeting.
5. To approve Library of Things borrowing guidelines, waiver and indemnification agreement.
6. To approve the reupholstering of 3 chairs/3 loveseats in Children’s Room.
7. Motion to move into Executive Session.
8. Motion to approve September 2023 Personnel Report.
9. Motion to adjourn.

XV. Date & Time for Upcoming Meeting:

- Regular monthly meeting to be held on Tuesday, October 24 at 7pm @ AWPL.