

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In person at the Library)**  
**September 27, 2022 at 7:00 PM**

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**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:** Christine Tyler; Scott Hallowell

**AWPL Staff:** Emily Wilson, Jody DeGroat, Teresa Vela-Hayes, and Billie Gallo

**Absent:** TAB; Wayne Rossi

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

**II. Pledge of Allegiance**

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

D. **Motion to Approve Warrant #660:**

Nora Aman-Gurvich made a motion to approve Warrant #660; 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 8/23/22 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; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**VII. New Business:**

**A. Motion to approve RCLS 2023-2027 Integrated Library System (ILS) Contract:**

Mary Berrigan made a motion to approve contract; 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.

**B. Motion to approve RCLS 2023-2027 Information Technology (IT) Contract:**

Regina Wittosch made a motion to approve contract; 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.

**C. Motion to approve 2022-2023 renewal of Library commercial insurance policy:**

Regina Wittosch made a motion to approve the renewal; 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.

**D. Review of Materials Selection Process:**

Lisa, Emily and Teresa went over the material selection process with the Board. They highlighted the philosophical underpinnings of collection development, based on the ALA bill of Rights; reviewed sources of inspiration for purchasing; identified sources of book reviews.

**VIII. Old Business:**

A. Strategic Planning: The Board reviewed and approved proposed draft of patron survey prepared by Library Development Solutions.

**IX. Board Committee Reports**

A. **Executive** – Mark Damia

- **Review of November/December 2022 regular Board meeting dates:** Due to possible conflict with the upcoming holidays and the availability of Board members, the following changes were made - the November Board 2022 meeting will be held on November 15; the December 2022 Board meeting will be held on December 20.
- **Discuss Monday, December 26, 2022 and Monday, January 2, 2023 as holiday closings:** Because both days are Federal and NY State holidays, the Board decided that the Library will be closed on December 26, 2022, while January 2, 2023 is designated as a floating holiday for full-time and full-time/reduced hours staff (Library will be open.)

- B. **Building and Grounds** – Regina Wittosch and Barbara Johansen are gathering bids on the installation of fencing in the front of building to deter the public from walking down the steep slope to the back patio area.
- C. **Community Relations** – Nora Aman-Gurvich. The Board is looking forward to the Warwick Children’s Book Festival.
- D. **Financial** – Regina Wittosch. James Cha of Ameriprise Financial will talk to the Board (via Microsoft Teams) at the October 25, 2022 Board meeting.
- E. **Personnel Committee** – Colleen Larsen. The Friends of the Library will have a table at the Warwick Children’s Book Festival.

- E. **Personnel** – Review of Personnel Report (upon reconvening to regular meeting)

**Motion to approve August 2022 Personnel Report.**

Colleen Larsen made a motion to approve the August 2022 Personnel Report; 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.

**Motion to approve September 2022 Personnel Report.**

Mary Berrigan made a motion to approve the September 2022 Personnel Report; 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.

- 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** –The Library's health insurance policy is coming up for renewal. Sarah Werling of Seeley and Durland will put together a comparison of several similar plans for review.

**XIII. Public Comment:** Christine Tyler expressed a need for better security on the public computers.

**XIV. Executive Session: Motion to go into Executive Session:**

Regina Wittosch made a motion to go into Executive Session; 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.

**XV. Adjournment:**

**A motion to adjourn** the meeting at 8:38pm was made by Barbara Johansen; 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.

**Motions:**

1. To approve Warrant #660.
2. To approve minutes of the August 23, 2022 Regular Board Meeting.
3. To approve RCLS 2023-2027 Integrated Library System (ILS) Contract.
4. To approve RCLS 2023-2027 Information Technology (IT) Contract.
5. To approve 2022-2023 renewal of Library's commercial insurance policy.
6. To go into Executive Session.
7. To approve August 2022 Personnel Report.
8. To approve September 2022 Personnel Report.
9. To adjourn.

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

- Regular Board Meeting is scheduled for Tuesday, October 25, 2022 at 7pm at the library
- FY 2021/2022 financial audit by Nugent & Hauessler, October 19<sup>th</sup> and 20<sup>th</sup>, 2022

Recorded by Siobhan O'Riordan September 27, 2022 and submitted on October 4, 2022.