

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
January 28, 2025 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Nora Aman-Gurvich, Colleen Larsen, and Regina Wittosch.

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public:

Absent: Mary Berrigan, Barbara Johansen, Wayne Rossi and TAB

- I. **Meeting called to order by Mark Damia at 7:02 pm**
- II. **Pledge of Allegiance.**
- III. **Review/Revise Agenda:** Motion to approve Warrant 28 (Capital Fund) was added to agenda (Item V. D.)
- IV. **Public Comment: None.**
- V. **Fiscal Reports:**
 - A. **FY 2024 – 2025 Balance Sheets:** Reviewed by the Board.
 - B. **FY 2024 – 2025 P&L:** Reviewed by the Board.
 - C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #688 (General Fund); Nora Aman-Gurvich seconded the recommendation.
Motion to Approve Warrant #688 (General Fund):
Colleen Larsen made a motion to approve Warrant #688 (General Fund); Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch – Yes. The motion was approved.
 - D. Executive Committee member Mark Damia recommended that the Board consider a motion to approve Warrant #28 (Capital Fund); Colleen Larsen seconded the recommendation.
Motion to Approve Warrant #28 (Capital Fund):
Nora Aman-Gurvich made a motion to approve Warrant #28 (Capital Fund); Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch – Yes. The motion was approved.
 - E. **Budget Transfers or Amendments:** None.
 - F. **Library Expenses to be Reimbursed by the Library Foundation:** None.
 - G. **Motion to Approve Additional Debit Card vendors:** None.

H. **Motion to Approve Vendors for Invoice Payment via ACH:**

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve paying both Optimum Business and Times Herald-Record invoices via ACH instead of by check; Colleen Larsen seconded the recommendation.

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

I. **Minutes of December 17, 2024 Regular Monthly Meeting:**

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 12/17/24 regular monthly meeting; Nora Aman-Gurvich seconded the recommendation.

Motion to approve minutes of the December 2024 Regular Monthly Meeting:

Colleen Larsen made a motion to approve the minutes of the 12/17/24 meeting; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes. The motion was approved.

VI. **New Business**

A. **2025 Library Tax Levy and Trustee Vote:**

Mark Damia of the Executive Committee recommended that the Board consider the following five motions related to the 2025 tax levy and Trustee vote; Colleen Larsen seconded the recommendation:

- i. **Motion to approve use of optical voting machine, or paper ballots if needed, for the 2025 vote**
- ii. **Motion to approve the proposed FY 2025-2026 library operating budget, with a 2025-2026 tax levy amount of \$1,823,649.00 (3.75% tax levy increase)**
- iii. **Motion to approve publishing Legal Notices about the vote, as required by law**
- iv. **Motion to appoint Jody DeGroat and Jennifer Bengel as Clerks of the election**
- v. **Motion to approve public hearing date/time as Tuesday, April 1, 2025 at 7:00pm at AWPL**

Nora Aman-Gurvich made a motion to approve the above motions related to the 2025 tax levy and Trustee vote; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes. The motion was approved.

B. **2024 Annual Report to the Community:**

Nora Aman-Gurvich of the Executive Committee recommends that the Board consider a motion to approve the 2024 Annual Report to the Community; Mark Damia seconded the recommendation.

Motion to approve the 2024 Annual Report:

Colleen Larsen made a motion to approve the 2024 Annual Report with edits; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes. The motion was approved.

VII. Old Business:

A. February 2025 and March 2025 Regular Monthly Board Meeting Dates:

Mark Damia of the Executive Committee recommends that the Board consider a motion to move the February 2025 regular Board meeting to Tuesday, February 18 at 7:00pm at the Library, and the March 2025 regular Board meeting to Tuesday, March 18, 2025 at 7:00pm; Colleen Larsen seconded the recommendation.

Motion to approve February and March 2025 regular Board meeting dates:

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

B. Data Breach Notification Policy:

Mark Damia of the Executive Committee recommends that the Board consider a motion to approve the draft Data Breach Notification Policy in order to comply with section 208 of NYS Technology Law; Colleen Larsen seconded the recommendation.

Motion to approve the Data Breach Notification Policy:

Nora Aman-Gurvich made a motion to approve the Data Breach Notification Policy; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes. The motion was approved.

VII. Board Committee Reports: Reviewed.

- A. Executive Committee** – Mark Damia.
- B. Building & Grounds** – Regina Wittosch.
- C. Community Relations** – Nora Aman-Gurvich
- D. Financial** - Regina Wittosch
- E. Personnel Committee** – Colleen Larsen.

IX. **FOL** - Colleen Larsen.

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

XI. Personnel Committee member Colleen Larsen recommended that the Board consider a motion to go into Executive Session to discuss employment history of particular persons; Regina Wittosch seconded the recommendation.

Motion to move into Executive Session to discuss the employment history of particular persons:

Regina Wittosch made a motion to go into Executive Session; Colleen Larsen seconded it. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– 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 January 2025 personnel report; Nora Aman-Gurvich seconded the recommendation.

Motion to approve the January 2025 Personnel Report

Regina Wittosch of the Personnel Committee made a motion to approve the January 2025 personnel report; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes. The motion was approved.

XIII. **Adjournment:**

A motion to adjourn the meeting at 8:30pm was made by Regina Wittosch; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes. The motion was approved.

Motions:

1. To approve Warrant 688 (General Fund.)
2. To approve Warrant 28 (Capital Fund.)
3. To approve paying Optimum Business and Time Herald-Record invoices via ACH.
4. To approve minutes of December 2024 regular monthly meeting.

5. To approve five motions related to the 2025 tax levy and Trustee vote.
6. To approve the 2024 Annual Report.
7. To approve February and March 2025 regular Board meeting dates.
8. To approve the Data Breach Notification Policy.
9. To move into Executive Session.
10. To approve the January 2025 Personnel Report.
11. To adjourn.

XIV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, February 18, 2025, 7:00pm at the Library.

Recorded by Siobhan O’Riordan on January 29, 2025 and submitted on January 31, 2025.