

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
November 19, 2024 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Colleen Larsen, Regina Wittosch, Barbara Johansen, and Mary Berrigan.

Director: Lisa Laico

Recording Secretary: Laura Koblizek

Members of the Public: None

Absent: Nora Aman-Gurvich, Wayne Rossi and TAB

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

II. Pledge of Allegiance.

III. Review/Revise Agenda: No personnel report this month.

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. **Budget Amendments:**

- i. Regina Wittosch of the Finance Committee made a recommendation that the Board consider a motion to approve a budget amendment to increase account #5188 copier maintenance by \$7,100 from \$2,900 to \$10,000 and decrease account #5200 fuel & utilities by \$7,100 from \$47,000 to \$39,900; Barbara Johansen seconded the recommendation.

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

- ii. Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve a budget amendment to increase account #6100 payroll expenses by \$2,574 to \$2,574 and decrease account #5310 Medical/Dental/Vision/EAP by \$2,574 to \$175,101; Mary Berrigan seconded the recommendation.

Colleen Larsen made a motion to approve the amendment; Barbara Johansen

seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- iii. Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve a budget amendment to increase account #5030-03 Senate Bullet Aid Grant Expenses by \$1,013 to \$1,013 and decrease account #5030 Equipment and Capital Outlay-Other by \$1,013 to \$14,487; Colleen Larsen seconded the recommendation.

Mary Berrigan made a motion to approve the amendment; Barbara Johansen

seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- D. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #686 (General Fund); Colleen Larsen seconded the recommendation.

Motion to Approve Warrant #686 (General Fund):

Regina Wittosch made a motion to approve Warrant #686 (General Fund); Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- E. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #26 (Capital Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #26 (Capital Fund):

Regina Wittosch made a motion to approve Warrant #26 (Capital Fund); Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

- F. **Library Expenses to be Reimbursed by the Library Foundation:** None.

- G. **Additional ACH vendor(s):**

Regina Wittosch recommended that the Board consider a motion to approve paying Orange & Rockland Utilities invoices by ACH, effective immediately; Mary Berrigan seconded the recommendation.

Motion to approve paying Orange & Rockland Utilities by ACH:

Barbara Johansen made a motion to approve paying Orange & Rockland invoices by ACH; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

H. Minutes of October 22, 2024 Regular Monthly:

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 10/22/24 regular monthly meeting; Barbara Johansen seconded the recommendation.

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

Mary Berrigan made a motion to approve the minutes of the 10/22/24 meeting; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

VI. New Business

A. Proposed Meeting Room Use Policy for new Study Rooms: reviewed.

B. Proposed Gift & Donation Policy:

Mark Damia of the Executive Committee recommended that the Board consider a motion to approve the proposed Gift & Donation Policy; Colleen Larsen seconded the recommendation.

Motion to approve Gift & Donation Policy:

Colleen Larsen made a motion to approve the Gift & Donation Policy; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

C. Employee Health Insurance Plan Renewal for 2024-2025:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the renewal of the employee Anthem Blue Cross Blue Shield health insurance plan for 2024-2025, with a premium increase of 7.55%; Colleen Larsen seconded the recommendation.

Motion to approve Employee Health Insurance Plan Renewal for 2024-2025:

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

VII. Old Business:

- a. Review/discussion of updated employee handbook.

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.

- FOL will host a holiday book sale the weekend of December 7th.
- Raffle tickets for two gift baskets are very popular.

X. Director's Report: Reviewed.

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

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

Barbara Johansen made a motion to go into Executive Session; Regina Wittosch seconded it. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

XII. Executive Session:

- a. Review of Personnel Report: None.

XIII. Adjournment:

A motion to adjourn the meeting at 8:50 p.m. was made by Regina Wittosch; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve budget amendment i.
2. To approve budget amendment ii.
3. To approve budget amendment iii.
4. To approve Warrant #686 (General Fund).
5. To approve Warrant #26 (Capital Fund).
6. To approve Orange & Rockland Utilities as an ACH vendor.
7. To approve minutes of the October 2024 Regular Monthly Meeting.
8. To approve Gift & Donation policy.
9. To approve renewal of employee health insurance plan for 2024-2025.
10. To move into Executive Session.
11. To adjourn.

XIV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, December 17, 2024, 7:00pm at the Library

Recorded by Laura Koblizek November 19, 2024, and submitted November 26, 2024.