

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In-person at the Library)**  
**December 17, 2024 @ 7:00 PM**

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**Minutes**

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

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** Michael McCann

**Absent:** Lisa Laico, Wayne Rossi and TAB

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

**II. Pledge of Allegiance.**

**III. Review/Revise Agenda.**

**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:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following amendments; Nora Aman-Gurvich seconded the recommendation:

- a. Increase acct #5030-01 Foundation Equipment by \$5,413 and increase acct #4091 Foundation Reimbursements by \$5,413*
- b. Increase acct #5030-03 Senate Bullet Aid by \$59.96 and decrease acct #5187 Microfilm Maintenance by \$59.96.*

**Motion to approve proposed amendments:**

Regina Wittosch made a motion to approve the proposed amendments; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – 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 #687 (General Fund); Nora Aman-Gurvich seconded the recommendation.

**Motion to Approve Warrant #687 (General Fund):**

Barbara Johansen made a motion to approve Warrant #687 (General Fund); Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – 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 #27 (Capital Fund); Nora Aman-Gurvich seconded the recommendation.

**Motion to Approve Warrant #27 (Capital Fund):**

Nora Aman-Gurvich made a motion to approve Warrant #27 (Capital Fund); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – 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. **Minutes of November 19, 2024 Regular Monthly Meeting:**

Mary Berrigan recommended that the Board consider a motion to approve the minutes of the 11/19/24 regular monthly meeting; Colleen Larsen seconded the recommendation.

**Motion to approve minutes of the November 2024 Regular Monthly Meeting:**

Colleen Larsen made a motion to approve the minutes of the 11/19/24 meeting; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Barbara Johansen -Yes. The motion was approved.

**VI. New Business**

- A. **Employee Vision Insurance Plan Renewal for 2025-2026:**

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve renewal of the employee United Healthcare vision insurance plan for 2025-2026, with no premium increase; Colleen Larsen seconded the recommendation.

**Motion to approve the Employee Vision Insurance Plan for 2025-2026:**

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

B. **Approve Data Breach Notification Policy:** Tabled until the January 2025 meeting.

C. Engage Services of a Construction Management Firm:

Regina Wittosch of the Building & Grounds Committee recommended that the Board consider a motion to approve engaging the services of Barone Construction Group, Inc., as the construction management firm for the proposed building addition; Barbara Johansen seconded the recommendation.

**Motion to approve engaging Barone Construction Group, Inc.:**

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

D. **Library Staff Training Dates for 2025:**

Colleen Larsen of the Personnel Committee recommended that the Board consider a motion to approve quarterly staff training days - March 7, June 6, September 5 and December 5, 2025 - when the Library will open to the public at 12:00 noon; Regina Wittosch seconded the recommendation.

**Motion to approve quarterly staff training days for 2025:**

Colleen Larsen made a motion approve the quarterly staff training days as described; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – 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.

**1. 2025 Library Tax Levy & Trustee Vote Date:**

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to approve holding the 2025 annual tax levy and Trustee vote on Tuesday, April 8, 2025; Regina Wittosch seconded the recommendation.

**Motion to approve holding the 2024 annual tax levy and Trustee vote on Tuesday, April 8, 2025.**

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

**2. 2025 Public Hearing Date**

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to schedule the 2025 public hearing for the annual tax levy and Trustee vote on Tuesday, March 25, 2025 at 6:30pm; Barbara seconded the recommendation.

Motion was tabled due to scheduling conflicts with a number of Board members. Mark Damia will discuss alternate with Lisa Laico and present it at the January Board meeting for approval.

**B. Building & Grounds** – Regina Wittosch.

**C. Community Relations** – Nora Aman-Gurvich

**D. Financial** - Regina Wittosch

**E. Personnel Committee** – Colleen Larsen.

**IX. FOL** - Colleen Larsen.

- The Friends hosted a very successful holiday book sale; the raffle for the gift baskets was 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:**

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; 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 7:45pm was made by Barbara Johansen; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Colleen

Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch– Yes; Barbara Johansen - Yes. The motion was approved.

**Motions:**

1. Motion to approve budget amendments.
2. Motion to approve Warrant 687 (General Fund.)
3. Motion to approve Warrant 27 (Capital Fund.)
4. Motion to approve minutes of November 2024 regular monthly meeting.
5. Motion to approve employee vision insurance plan for 2025-2026.
6. Motion to approve engaging Baron Construction Group., Inc.
7. Motion to approve quarterly staff training days for 2025.
8. Motion to approve date of annual tax levy and Trustee vote.
9. To move into Executive Session.
10. To adjourn.

**XIV. Date & Time for Upcoming Meetings:**

- **Regular monthly meeting:** Tuesday, January 28, 2025, 7:00pm at the Library.

Recorded by Siobhan O’Riordan on December 17, 2024 and submitted on December 20, 2025.