

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
February 18, 2025 @ 7:00 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: Kristen Georgi

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.

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 #689 (General Fund); Colleen Larsen seconded the recommendation.

Motion to Approve Warrant #689 (General Fund):

Regina Wittosch made a motion to approve Warrant #689 (General Fund); Colleen Larsen seconded the motion.

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

D. Regina Wittosch recommended that the Board consider a motion to approve Warrant #29 (Capital Fund); Mary Berrigan seconded the recommendation.

Motion to Approve Warrant #29 (Capital Fund):

Regina Wittosch made a motion to approve Warrant #29 (Capital Fund); Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes;

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

E. **Budget Transfers or Amendments:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve two budget transfers, described as follows:

- a. *Increase account #5030-04 Non-Contractual Hardware & Software and Web Maintenance by \$8,780.18, and decrease account 5030 Equipment & Capital Outlay by \$8,780.18.*
- b. *Increase account #5220 Building Repairs by \$3,138.61, and decrease line #5260 NYS Retirement by \$3,138.61.*

Motion to approve budget transfers:

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

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

G. **Motion to Approve Additional Debit Card vendors:** None.

H. **Motion to Approve Annual Vendor Contracts:**

- a. Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve renewal of the library’s annual elevator maintenance contract

with TK Elevator Corporation (\$3,589.53); Colleen Larsen seconded the recommendation.

Motion to renew annual contract with TK Elevator Corp.

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

- b. Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the renewal of the Library’s annual maintenance contract with Encon Services & Supply, Inc. for remote online maintenance of the HVAC operating system, @ \$5,530.00; Barbara Johansen seconded the recommendation.

Motion to renew annual maintenance contract with Encon Services & Supply, Inc.

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

I. **Minutes of January 28, 2025 Regular Monthly Meeting:**

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 1/28/25 regular monthly meeting; Mary Berrigan seconded the recommendation.

Motion to approve minutes of the January 2025 Regular Monthly Meeting:

Colleen Larsen made a motion to approve the minutes of the 1/28/25 meeting; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

VI. **New Business**

Review of Draft Policy: *Policy on Notification of Disciplinary Records Request under FOIL*

VII. **Old Business:**

Parking lot lighting quotes from Kode Electric were reviewed.

VII. **Board Committee Reports:** Reviewed.

A. **Executive Committee** – Mark Damia.

Mark Damia of the Executive Committee recommends that the board consider a motion to approve the Library's 2024 New York State Annual Report with the following resolution; Mary Berrigan seconded the recommendation:

Albert Wisner Public Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2024 Annual Report was reviewed and accepted by the Board.

Motion to approve the Library's 2024 New York State Annual Report.

Mary Berrigan made a motion to approve the 2024 Annual Report; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

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 of the Library are preparing for the upcoming 2025/2026 Tax Levy & Trustee Vote on April 8, 2025.

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; Colleen Larsen – Yes; Regina Wittosch– 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. Regina Wittosch recommended that the Board consider a motion to approve the February 2025 personnel report; Barbara Johansen seconded the recommendation.

Motion to approve the February 2025 Personnel Report

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

XIII. Adjournment:

A motion to adjourn the meeting at 8:45pm was made by Regina Wittosch; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve Warrant 689 (General Fund.)
2. To approve Warrant 29 (Capital Fund.)
3. To approve budget transfers.
4. To approve renewal of annual contract with TK Elevator Corp.
5. To approve renewal of annual contract with Encon Services & Supply, Inc.

6. To approve minutes of January 2025 regular monthly meeting.
7. To approve the Library's 2024 New York State Annual Report.
8. To move into Executive Session.
9. To approve the February 2025 Personnel Report.
10. To adjourn.

XIV. Date & Time for Upcoming Meetings:

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

Recorded by Siobhan O'Riordan on February 18, 2025 and submitted on February 27, 2025.