

ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting (In-person at the Library) March 18, 2025 @ 7:00 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: Wayne Rossi and TAB

I. Meeting called to order by Mark Damia at 7:03 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&Ls:** Reviewed by the Board.

C. Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #690 (General Fund); Mary Berrigan seconded the recommendation.

Motion to Approve Warrant #690 (General Fund):

Regina Wittosch made a motion to approve Warrant #690 (General Fund); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Regina Wittosch – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen - Yes. The motion was approved.

Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #30 (Capital Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #30 (Capital Fund):

Regina Wittosch made a motion to approve Warrant #30 (Capital Fund); Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes;

Regina Wittosch— Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen - Yes.
The motion was approved.

D. Budget Transfers or Amendments:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve a budget transfer of \$5,250.21 from account #5260 NYS Retirement to increase account #5220 Building Repairs by the same amount; Nora Aman-Gurvich seconded the recommendation.

Motion to approve budget transfer:

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

E. Contract for Grounds Maintenance:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the Spring/Summer 2025 proposed mowing and groundskeeping contract from Daubert's Lawn Service, Inc. with the addition of two fertilizer treatments; Nora Aman-Gurvich seconded the recommendation.

Motion to approve Spring/Summer 2025 Contract with Daubert's Lawn Service, Inc.

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

F. 2025 Library Tax Levy and Trustee Vote

1. Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to appoint Chairs of the 2025 Tax Levy & Trustee Vote; Mary Berrigan seconded the recommendation. Following discussion, Colleen Larsen will open the vote and Mary Berrigan will close.

Motion to approve the proposed 2025 election Chairs:

Colleen Larsen made a motion to approve the 2025 election chairs; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen –

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

2. Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the below slate and compensation of machine operators and election inspectors for the 2025 Library tax levy and Trustee vote; Barbara Johansen seconded the recommendation:

- *Beth Doty – machine operator @ \$18.00/hr.*
- *John Batz – machine operator @ \$18.00/hr.*
- *Joanne Castagna – election inspector @ \$16.75/hr.*
- *Mary Singer – election inspector @ \$16.75/hr.*
- *Wendy Paffenroth – Chief election inspector @ \$18.00/hr.*
- *Dave Paffenroth – voting machine technician @ \$150/day*
- *Orange County Board of Elections voting machine technician (set-up & removal) - \$300 total*

Motion to approve election inspectors and machine operators for the 2025 Library tax levy and Trustee vote:

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

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

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

I. **Minutes of February 18, 2025 Regular Monthly Meeting:**

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 2/18/25 regular monthly meeting; Barbara Johansen seconded the recommendation.

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

Mary Berrigan made a motion to approve the minutes of the 2/18/25 meeting; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen - Yes. The motion was approved.

VI. New Business

1. **Tuesday, May 7, 2025 Early Closing:**

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to close the Library one hour early, at 7:00pm, on Tuesday, May 7, 2025; Barbara Johansen seconded the recommendation.

Motion to close the Library at 7:00pm on Tuesday, May 7, 2025:

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

2. Update on status of Personnel Manual revisions: reviewed with Board.

VII. Old Business: None.

VII. Board Committee Reports: Reviewed.

A. Executive Committee – Mark Damia.

Colleen Larsen of the Executive Committee recommends that the board consider a motion to pass a resolution regarding the process of finalizing an updated Employee Handbook; Mary Berrigan seconded the recommendation. Language proposed as follows:

WHEREAS the current employee handbook requires updates to reflect both recent legal changes and the current strategic goals of leadership, as set out in our Workplace Philosophy; and

WHEREAS the board desires to implement the revised Handbook before the start of the new fiscal year;

BE IT RESOLVED that the Director shall present a version for review and consideration of the board at the April meeting; and

BE IT FURTHER RESOLVED that after initial review by the Board, the Board and Director shall consider input from employees gathered at informational sessions that review the Workplace Philosophy and proposed revisions; and

BE IT FURTHER RESOLVED that the Board shall plan to have a final draft ready for approval at the June meeting, for full implementation by July 1, 2025.

Motion to pass resolution to finalize the updated Employee Handbook:

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

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

IX. FOL - Colleen Larsen.

The Friends of the Library are preparing for a summer book sale in June. At the conclusion of her current term, Colleen Larsen will step down as President of the Friends.

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 matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person:

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

XII. Executive Session:

- A. Review of matters indicated above.

Upon reconvening to regular meeting:

- B. Mary Berrigan recommended that the Board consider a motion to approve the February 2025 personnel report; Colleen Larsen seconded the recommendation.

Motion to approve the March 2025 Personnel Report

Regina Wittosch of the Personnel Committee made a motion to approve the March 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; Nora Aman-Gurvich – Yes; Barbara Johansen - Yes. The motion was approved.

XIII. Adjournment:

A motion to adjourn the meeting at 8:55pm was made by Barbara Johansen; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Nora Aman-Gurvich; Barbara Johansen - Yes. The motion was approved.

Motions:

1. To approve Warrant 690 (General Fund.)
2. To approve Warrant 30 (Capital Fund.)
3. To approve budget transfers.
4. To approve Spring/Summer 2025 Grounds Maintenance contract with Daubert's Lawn Service, Inc.
5. To approve proposed 2025 Election Chairs.
6. To approve election inspectors and machine operators for the 2025 Library tax levy and Trustee vote.
7. To approve minutes of February 2025 regular monthly meeting.
8. To approve closing the Library at 7:00pm on Tuesday, May 7, 2025.
9. To pass resolution to finalize the updated Employee Handbook.
10. To move into Executive Session.
11. To approve the March 2025 Personnel Report.
12. To adjourn.

XIV. Date & Time for Upcoming Meetings:

- **Public Information Session** re: proposed 2025 tax levy and 2025-2026 library operating budget: Tuesday, April 1, 2025, 7:00 pm at the Library (Community Room).
- **Library Tax Levy & Trustee Vote:** Tuesday, April 8, 2025, 9:00am to 9:00pm (Community Room).
- **Regular monthly meeting:** Tuesday, April 22, 2025, 7:00pm at the Library.

Recorded by Siobhan O'Riordan on March 18, 2025 and submitted on March 25, 2025.