

ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting

(In-person at the Library)

April 21, 2025 @ 7:00 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public:

Absent: TAB

- I. Meeting called to order by Mark Damia at 7:05 pm**
- II. Pledge of Allegiance.**
- III. Review/Revise Agenda.**

IV. Library Trustee Resignation.

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to accept, with regret, the resignation of Library Trustee Dr. Wayne Rossi, on and effective April 16, 2025; Barbara Johansen seconded the recommendation.

Motion to accept the resignation of Trustee Dr. Wayne Rossi, effective April 16, 2025.

Regina Wittosch made a motion to accept Dr. Rossi’s resignation; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen - Yes. The motion was approved.

V. Library Trustee Appointment

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to appoint Michael McCann to fill the unexpired term of former Trustee Dr. Wayne Rossi through June 30, 2026; Mary Berrigan seconded the recommendation.

Motion to appoint Michael McCann to fill the unexpired term of former Trustee Dr. Wayne Rossi.

Regina Wittosch made a motion to appoint Michael McCann to fill the unexpired term of former Trustee Dr. Wayne Rossi through June 30, 2026; Barbara Johansen seconded the motion. The Board

voted as follows: Mark Damia – Yes; Regina Wittosch– Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen - Yes. The motion was approved.

VI. Public Comment: None.

VII. 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 #691 (General Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #691 (General Fund):

Colleen Larsen made a motion to approve Warrant #691 (General Fund); Nora Aman-Gurvich 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; Michael McCann – Yes. The motion was approved.

Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #31 (Capital Fund); Barbara Johansen seconded the recommendation.

Regina Wittosch recommend that the Board consider a motion to approve Warrant #31 (Capital Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #31 (Capital Fund):

Mary Berrigan made a motion to approve Warrant #13 (Capital 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; Michael McCann - Yes. The motion was approved.

D. Budget Transfers or Amendments:

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the following budget transfers; Colleen Larsen seconded the recommendation:

- a. Increase account 5030-03 (Equipment Senate bullet aid) by \$2,744.77 and decrease account 5030 (Equipment) by \$2,744.77.

- b. Increase account 5220 (Building Repairs) \$8,819.40 and decrease account 5240 (Other Maintenance) by \$8,819.40.
- c. Increase account 5120 (Postage) by \$954.71 and decrease account 5130 (Publicity) by \$954.71.
- d. Increase account 6600 (Payroll Expenses) by \$6,006.00 and decrease account 5260 (NYS Retirement) by \$6,006.00.

Motion to approve budget transfer:

Regina Wittosch made a motion to approve the above budget transfers; 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; Michael McCann - Yes. The motion was approved.

E. 2025 Library Tax Levy and Trustee Vote:

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to certify the results of the 2025 tax levy and Trustee vote: *on the tax levy proposition: 389 yes, 60 no; in the Trustee election, Mark Damia and Nora Aman-Gurvich are reelected to 5-year terms from July 1, 2025-June 30, 2030.*

Motion to certify the results of the 2025 tax levy & Trustee vote:.

Colleen Larsen made a motion to certify the vote results; 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; Michael McCann - 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. Minutes of March 18, 2025 Regular Monthly Meeting:

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 3/18/25 regular monthly meeting; Nora Aman-Gurvich seconded the recommendation.

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

Barbara Johansen made a motion to approve the minutes of the 3/18/25 meeting; 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; Michael McCann - Yes. The motion was approved.

VI. New Business

Library By-Laws:

Nora Aman-Gurvich of the Executive Committee recommended that the Board consider a motion to reaffirm and re-adopt the Library's By-Laws; Colleen Larsen seconded the recommendation.

Motion to reaffirm and adopt the Library's By-Laws (with corrections)

Nora Aman-Gurvich made a motion to reaffirm and adopt the Library's By-Laws; 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; Michael McCann - Yes. The motion was approved.

VII. Old Business:

- a. Updated/Final Draft: Policy on Employee Notification of Disciplinary Record Requests Under FOIL.

Mark Damia of the Executive Committee made a recommendation to adopt the above policy; Colleen Larsen seconded the recommendation.

Motion to adopt Policy on Employee Notification of Disciplinary Record Requests Under FOIL:

Mary Berrigan made a motion to adopt the policy; Nora Aman-Gurvich 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; Michael McCann - Yes. The motion was approved.

- b. Updated Employee Manual Review (#1 of 3) – reviewed.

VII. Board Committee Reports: Reviewed.

- A. Executive Committee** – Mark Damia and Nora Aman-Gurvich. Reviewed.
- 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.

Colleen Larsen has stepped down as president of FOL. Mary Hennel and Kathy Weslowski will serve as co-presidents.

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; Nora Aman-Gurvich seconded the recommendation.

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

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

Motion to approve the April 2025 Personnel Report

Regina Wittosch of the Personnel Committee made a motion to approve the April 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; Michael McCann - Yes. The motion was approved.

XIII. **Adjournment:**

A motion to adjourn the meeting at 8:40pm was made by Barbara Johansen; 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; Michael McCann - Yes. The motion was approved.

Motions:

1. To accept the resignation of Trustee Dr. Wayne Rossi.
2. To appoint Michael McCann to fill unexpired term of Dr. Wayne Rossi.
3. To approve Warrant 691 (General Fund.)
4. To approve Warrant 31 (Capital Fund.)
5. To approve budget transfer.
6. To certify results of the 2025 tax levy and Trustee vote.
7. To approve minutes of March 2025 regular monthly meeting
8. To reaffirm and adopt the Library's By-Laws.
9. To adopt Policy on Employee Notification of Disciplinary Record Requests Under FOIL.
10. To move into Executive Session.
11. To approve the April 2025 Personnel Report.
12. To adjourn.

XIV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, May 27, 2025, 7:00pm at the Library.

Recorded by Siobhan O'Riordan on April 21, 2025 and submitted on May 5, 2025.