

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
May 27, 2025 @ 7:00 PM

Minutes

PRESENT: Board Members Mary Berrigan, Barbara Johansen, Nora Aman-Gurvich, and Michael McCann.

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public:

Absent: Mark Damia, Colleen Larsen, Regina Wittosch

I. Meeting called to order by Nora Aman-Gurvich 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. Warrant #692 (General Fund):

Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #692 (General Fund); Barbara Johansen seconded the recommendation.

Motion to Approve Warrant #692 (General Fund):

Barbara Johansen made a motion to approve Warrant #692 (General Fund); Mary Berrigan seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

D. Budget Transfers/Amendments:

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the following budget transfers and/or amendments; Michael McCann seconded the recommendation:

1. *Increase income account 4120.3 Senate Bullet Aid by \$10,000; increase expense account 5030-03 by \$10,000*
2. *Create & increase income account 4080-04 Lou Marquet Digital Collection by \$3,386.52 and create & increase expense account 5040-04 Lou Marquet Digital Collection by \$3,386.52.*
3. *Increase expense account 5030-04 Non-contractual Hardware/Software and Web Expenses by \$196.64 and decrease expense account 5030 Equipment by \$196.64.*
4. *Increase expense account 5032 RCLS ILS Support by \$485.00 and decrease expense account 5030 Equipment by \$485.00.*
5. *Increase expense account 5200 Fuel & Utilities by \$1,102.99 and decrease expense account 5030 Equipment by \$1,102.99.*
6. *Increase expense account 5220 Building Repairs by \$269.32 and decrease account 5240 by \$269.32.*
7. *Increase expense account 5120 Postage by \$228.72 and decrease expense account 5100 Supplies by \$228.72.*
8. *Increase expense account 5130-02 Tax Levy Vote by \$4,282.00 and decrease expense account 5130 Publicity by \$4,282.*
9. *Increase expense account 6600 Payroll Expenses by \$2,574.00 and decrease expense account 5260 NYS Retirement by \$2,574.00.*

Motion to approve budget transfers:

Mary Berrigan made a motion to approve the above budget transfers; Barbara Johansen seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

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

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

G. **Minutes of April 21, 2025 Regular Monthly Meeting:**

Mary Berrigan recommended that the Board consider a motion to approve the minutes of the 4/21/25 regular monthly meeting; Michael McCann seconded the recommendation.

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

Barbara Johansen made a motion to approve the minutes of the 4/21/25 meeting; Barbara Johansen seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

VI. New Business:

1. **Ashley Mechanical Service Contract 2025-2026=>**

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve Ashley Mechanical's Maintenance/Service Contract for 2025-2026 maintenance of the geothermal HVAC system @ \$15,360.00; Barbara Johansen seconded the recommendation.

Motion to approve Ashley Mechanical's Maintenance Service Contract for 2025-2026:

Mary Berrigan made a motion to approve the contract; Barbara Johansen seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

2. RCLS IT Support Fee for 2026=>

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the RCLS IT Support proposal for 2026 @ \$39,459; Barbara Johansen seconded the recommendation.

Motion to approve RCLS IT Support Fee for 2026:

Mary Berrigan made a motion to accept the RCLS It Support Fee for 2026; Michael McCann seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

3. Purchase of Replacement Chairs for Community Room=>

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the purchase of 100 replacement chairs from Accent Furniture for the Community Room for \$16,928.00; Mary Berrigan seconded the recommendation.

Motion to approve the purchase of replacement chairs:

Barbara Johansen made a motion to approve the purchase of the chairs; Mary Berrigan seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

4. Elevator Inspection Annual Fee: Lock-In Proposal=>

Nora Aman-Gurvich recommended that the Board consider a motion to approve the proposal of Quality Elevator Inspection, Inc. ("QEI") to lock in the fee of the mandatory NYS annual elevator

inspection at \$425.00/year for 2026, 2027 and 2028; Barbara Johansen seconded the recommendation.

Motion to approve the QEI fee lock-in proposal:

Barbara Johansen made a motion to approve the QEI fee lock-in proposal at \$425/year through 2028; Mary Berrigan seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

5. Parking Lot Light Fixture Replacement=>

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the replacement of all 18 existing parking lot light fixture heads for \$23,737.00 including all hardware and installation; Mary Berrigan seconded the recommendation.

Motion to approve the replacement of the existing parking lot light fixture heads:

Barbara Johansen made a motion to approve the replacement; Mary Berrigan seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

6. HVAC Comprehensive Assessment=>

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve the proposal by Ashley Mechanical for a comprehensive full-day assessment of the geothermal HVAC system with Encon and Thermal Environment Sales (TES) @ \$8,186.00; Barbara Johansen seconded the recommendation.

Motion to approve the HVAC Comprehensive Assessment:

Mary Berrigan made a motion to approve the assessment; Barbara Johansen seconded the motion. The Board voted as follows Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

VII. Old Business:

Updated Employee Manual Review (#2 of 3) – reviewed.

VII. Board Committee Reports: Reviewed.

- A. **Executive Committee** –Nora Aman-Gurvich. Reviewed.
- B. **Building & Grounds** – Regina Wittosch. None.
- C. **Community Relations** – Nora Aman-Gurvich. Reviewed.
- D. **Financial** - Regina Wittosch. None.
- E. **Personnel Committee** – Colleen Larsen. None.

IX. **FOL** - Colleen Larsen. None.

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; Barbara Johansen seconded the recommendation.

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

Mary Berrigan made a motion to go into Executive Session; Barbara Johansen seconded it. The Board voted as follows: 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 May 2025 personnel report; Barbara Johansen seconded the motion. The Board voted as follows: 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 8:30pm was made by Michael McCann; Barbara Johansen seconded the motion. The Board voted as follows: Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

Motions:

1. To approve Warrant 692 (General Fund.)
2. To approve budget transfers.
3. To approve minutes of April 2025 regular monthly meeting
4. To approve Ashely Mechanical's Service Contract for 2025-2026.
5. To approve RLCS IT Support Fee for 2026.
6. To approve the purchase of replacement chairs for the Community Room.
7. To approve the QEI fee lock-in proposal.
8. To approve the replacement of the parking lot fixtures.
9. To approve the HVAC Comprehensive Assessment.
10. To move into Executive Session.
11. To approve the May 2025 Personnel Report.
12. To adjourn.

XIV. Date & Time for Upcoming Meetings:

- **Regular monthly meeting:** Tuesday, June 24 2025, 7:00pm at the Library.

Recorded by Siobhan O'Riordan on May 27, 2025 and submitted on June 2, 2025.