

ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting

(In-person at the Library)

June 24, 2025 @ 7:00 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: All present.

I. Meeting called to order by Mark Damia at 7:02 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 #693 (General Fund):

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #693 (General Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #693 (General Fund):

Regina Wittosh made a motion to approve Warrant #693 (General Fund); 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.

D. Warrant #32 (Capital Fund):

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #32 (General Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #32 (Capital Fund):

Barbara Johansen made a motion to approve Capital Fund Warrant #32; 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.

E. Budget Transfers/Amendments:

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following budget transfers and/or amendments; Mary Berrigan seconded the recommendation:

- a. Increase account 5140 Travel/Training by \$411.21.
- b. Increase account 5030-04 Non-contractual Hardware & Software and Web by \$864.
- c. Increase account 5110 Telecommunications and Internet by \$396.
- d. Increase account 5200 Fuel & Utilities by \$3,789.94
- e. Increase account 5240 Other Maintenance by \$16,155.
- f. Increase account 5120 Postage by \$20.99
- g. Decrease account 5260 NYS Retirement by \$21,638.94

Motion to approve budget transfers:

Barbara Johansen made a motion to approve the above budget transfers; 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. Minutes of May 27, 2025 Regular Monthly Meeting:

Colleen Larsen recommended that the Board consider a motion to approve the minutes of the 5/27/25 regular monthly meeting; Mary Berrigan seconded the recommendation.

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

Mary Berrigan made a motion to approve the minutes of the 5/27/25 meeting; 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; Michael McCann – Yes. The motion was approved.

VI. New Business:

- a. **Conflict of Interest Policy review** – existing policy versus new policy proposed by attorney Stephanie Adams. Reviewed.

- b. **Acceptance of proposed AWPL Foundation FY 2025-2026 reimbursements to Albert Wisner Public Library:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve a proposal for the AWPL Foundation to reimburse the Library \$65,100 in fiscal year 2025-2026 for expenditures related to special programming, equipment, museum passes, the Library of Things and the Annual Appeal; Colleen Larsen seconded the recommendation.

Motion to approve the AWPL Foundation reimbursing the Library \$65,100 in fiscal year 2025-2026 for the above described expenses:

Barbara Johansen made a motion to approve the reimbursement; 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.

- c. **Employee Aetna Dental Insurance Plan Renewal, 7/15/2025 - 7/14/2026:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve renewal of the existing Aetna Dental insurance plan for employees for the fiscal year 2025-2026, at an increase of 9.24%; Nora Aman-Gurvich seconded the recommendation.

Motion to approve the renewal of the Aetna Dental insurance plan.

Colleen Larsen 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; Nora Aman-Gurvich – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

- d. **Sugar Loaf double-taxation issue:** discussed.

e. **Heat Pump Replacement:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the replacement of two geothermal heat pumps at a total cost not to exceed \$35,000; Colleen Larsen seconded the recommendation.

Motion to approve the replacement of two geothermal heat pumps at a cost not to exceed \$35,000:

Mary Berrigan made a motion to approve the replacement; 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.

- f. Start time for July 22, 2025 meetings (annual Board reorganization meeting; regular monthly meeting): The reorganization meeting will start at 6:00pm to be immediately followed by the regular monthly meeting.

VII. Old Business:

Updated Employee Manual (final review and approval for July 1, 2025 effective date)

Mary Berrigan of the Personnel Committee recommended that the Board consider a motion to approve the updated Employee Manual; Colleen Larsen seconded the recommendation.

Motion to approve the updated Employee Manual:

Colleen Larsen made a motion to approve the updated manual; 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; Michael McCann – Yes. The motion was approved.

VII. Board Committee Reports: Reviewed.

- A. **Executive Committee** –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 in Executive Session.

IX. FOL - Colleen Larsen. The Friends of the Library hosted a successful Summer Book Sale and Raffle.

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 a particular person:

Colleen Larsen made a motion to go into Executive Session; Regina Wittosch 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 June 2025 personnel report; Colleen Larsen seconded the motion.

Motion to approve the June 2025 personnel report:

Barbara Johansen made a motion to approved the June 2025 personnel report; Mary Berrigaan 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 8:35pm was made by Barbara Johansen; Michael McCann 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 approve Warrant #693 (General Fund.)
2. To approve Warrant #32 (Capital Fund.)
3. To approve budget transfers.
4. To approve minutes of May 2025 regular monthly meeting.
5. To approve the AWPL Foundation reimbursements.

6. To approve the renewal of the Aetna Dental insurance plan.
7. To approve the replacement of two geothermal heat pumps.
8. To approve the updated Employee Manual.
9. To move into Executive Session.
10. To approve the June 2025 Personnel Report.
11. To adjourn.

XIV. Date & Time for Upcoming Meetings:

- **Annual Board Reorganization Meeting & Regular Monthly Meeting: Tuesday, July 22, 2025 at 6:00 pm; in-person at the Library**

Recorded by Siobhan O’Riordan on June 25, 2025 and submitted on July 7, 2025.