

ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting (In-person at the Library) August 26, 2025 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Colleen Larsen, Regina Wittosch (7:20pm), Barbara Johansen, Mary Berrigan and Michael McCann.

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: None.

Absent: Nora Aman-Gurvich

I. Meeting called to order by at 7:04 pm

II. Pledge of Allegiance.

III. Review/Revise Agenda.

IV. Public Comment: None.

V. Fiscal Reports:

A. FY 25/26 Balance Sheets: Reviewed by the Board.

B. FY 25/26 P&L: Reviewed by the Board.

C. FY 25/26 Budget Transfers & Amendments: None.

D. Warrant #695 (General Fund):

Finance Committee member Mark Damia recommended that the Board consider a motion to approve Warrant #695 (General Fund); Colleen Larsen seconded the recommendation.

Motion to Approve Warrant #695 (General Fund):

Mary Berrigan made a motion to approve Warrant #695 (General Fund); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

E. Motion to approve new debit card vendor: None.

- F. Barbara Johansen recommended that the Board consider a motion to approve the minutes of the July 22, 2025 Annual Board Reorganization meeting; Colleen Larsen seconded the recommendation.

Motion to approve minutes of the July 22, 2025 Annual Board Reorganization Meeting:

Mary Berrigan made a motion to approve the minutes of the 7/22/25 reorganization meeting; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

- G. Barbara Johansen recommended that the Board consider a motion to approve the minutes of the July 22, 2025 regular monthly board meeting; Colleen Larsen seconded the recommendation.

Motion to approve minutes of the July 22, 2025 Regular Monthly Meeting:

Michael McCann made a motion to approve the minutes of the 7/22/25 regular meeting; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

VI. New Business:

- a. **Procurement Policy:** review of existing policy.

- b. Mark Damia recommended that the Board consider a motion to approve Nugent & Haeussler's Letter of Agreement to audit the Library's financial records for the fiscal year ended June 30, 2025, at a fee not to exceed \$14,500; Barbara Johansen seconded the recommendation.

Motion to approve Nugent & Haeussler (CPA) FY 2024/2025 Audit:

Barbara Johansen made a motion to approve Nugent & Haeussler (CPA) FY 2024/2025 Audit; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

- c. Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve renewal for FY 25/26 of the Library's commercial insurance and workers' compensation policies through Utica National Insurance @ \$25,181, which is a 9.67% increase over FY24/25; Mary Berrigan seconded the recommendation.

Motion to Approve Library Commercial Insurance Renewal:

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

- d. The Finance Committee recommends that the Board consider a motion to approve retroactively the AIA Standard Form of Agreement between Owner and Architect (Albert Wisner Public Library and Butler, Rowland, Mays Architects, LLP, respectively) of August 2024.

Motion to Approve AWPL/BRMA Contract:

Regina Wittosch made a motion to approve retroactively the AWPL/BRMA contract; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes; Regina Wittosch – Yes. The motion was approved.

- e. Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the AIA Standard Form of Agreement between Owner and Construction Manager as Advisor (Albert Wisner Public Library and Barone Construction Group, Inc., respectively) of July 2025; Barbara Johansen seconded the recommendation.

Motion to Approve the AWPL/Barone Construction Group Contract:

Mary Berrigan made a motion to approve the AWPL/Barone Construction Group contract; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes; Regina Wittosch – Yes. The motion was approved.

VII. Old Business:

- A. Mark Damia of the Executive Committee recommends that the Board consider a motion to approve the revisions to the Behavior Policy, now renamed the Code of Conduct; Colleen Larsen seconded the recommendation.

Motion to approve updated Behavior Policy, renamed Code of Conduct:

Regina Wittosch made a motion to approve the Code of Conduct; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan

– Yes; Barbara Johansen – Yes; Michael McCann – Yes; Regina Wittosch – Yes. The motion was approved.

- B. **Sugar Loaf Double-Taxation Issue:** response to Chester Town Board was reviewed.

VII. Board Committee Reports:

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

Motion to approve BRM developing detailed architectural and engineering drawings to support an application to NYS for a building permit:

Pursuant to the AWPL contract with Butler, Rowland, Mays (BRM) of August 2024, Mark Damia of the Executive Committee made a motion to approve BRM developing detailed architectural and engineering drawings to support an application to NYS for a building permit; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes; Regina Wittosch – Yes. The motion was approved.

- B. **Building & Grounds** – Regina Wittosch. Reviewed.

- C. **Community Relations** – Nora Aman-Gurvich. None.

- D. **Financial** - Regina Wittosch. Reviewed.

- E. **Personnel Committee** – Colleen Larsen. Reveiwed.

- IX. **FOL** - Colleen Larsen. The Friends of the Library will resume meeting in September 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 a particular person; Regina Wittosch 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; 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. Motion to approve Personnel Report:

Regina Wittosch recommended that the Board consider a motion to approve the May 2025 personnel report; 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.

XIII. Adjournment:

A motion to adjourn the meeting at 8:57pm was made by Colleen Larsen; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes; Regina Wittosch – Yes. The motion was approved.

Motions:

1. To approve Warrant #695 (General Fund.)
2. To approve minutes of July 2025 annual board reorganization meeting.
3. To approve minutes of July 2025 regular board meeting.
4. To approve Nugent & Haeussler for FY 2024/2025 audit.
5. To approve library commercial insurance renewal.
6. To approve AWPL/BRMA contract.
7. To approve AWPL/Barone Construction Group Contract.
8. To approve updated behavior policy, renamed Code of Conduct.
9. To approve development of architectural/engineering drawings by BRM.
10. To move into Executive Session.
11. To approve the August 2025 Personnel Report.
12. To adjourn.

XIV. Date & Time for Upcoming Meetings:

Regular monthly meeting: Tuesday, September 23, 2025 at 7:00pm @ AWPL

Recorded by Siobhan O’Riordan on August 26, 2025 and submitted **on September 2, 2025.**