ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting
(In-person at the Library)
October 28, 2025 @ 7:00 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O'Riordan

Members of the Public: None.

Absent: None.

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

II. Pledge of Allegiance.

III. Review/Revise Agenda.

IV. Presentation by Stephen Hoefer of RCLS re: Internet Safety Policy, CIPA Compliance and e-Rate.

V. Public Comment: None.

VI. Fiscal Reports:

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

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

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

D**.** **Warrant #697 (General Fund):**

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #697 (General Fund); Nora Aman-Gurvich seconded the recommendation.

<u>Motion to Approve Warrant #697 (General Fund)</u>:

Regina Wittosch made a motion to approve Warrant #697 (General Fund); Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

E. **Warrant #34 (Capital Fund):**

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #34 (Capital Fund); Nora Aman-Gurvich seconded the recommendation.

<u>Motion to Approve Warrant #34 (Capital Fund)</u>:

Regina Wittosch made a motion to approve Warrant #34 (Capital Fund); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

F. **Motion to approve new debit card vendor**: None.

G. Barbara Johansen recommended that the Board consider a motion to approve the minutes of the September 23, 2025 regular monthly meeting; Regina Wittosch seconded the recommendation.

<u>Motion to approve minutes of the September 23, 2025 Regular Monthly Meeting:</u>

Regina Wittosch made a motion to approve the minutes of the 9/23/25 regular monthly meeting; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes;Michael McCann – Yes. The motion was approved.

VII. **<u>New Business</u>**:

a. **<u>Internet Safety Policy Draft</u>**

Mark Damia of the Executive Committee recommends that the Board consider a motion to adopt the Internet Safety Policy as drafted; Colleen Larsen seconded the recommendation.

<u>Motion to approve and adopt the Internet Safety Policy:</u>

Mary Berrigan made a motion to approve and adopt the Internet Safety Policy as drafted; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

b. **Date Change - December 2025 Quarterly ½-Day Staff Meeting:**

Nora Aman-Gurvich of the Executive Committee the Executive Committee recommends that the Board consider a motion to move the December 2025 quarterly staff half-day meeting to Friday, December 12 from Friday, December 5.; Michael McCann seconded the recommendation.

Motion to motion to approve to moving the December 2025 quarterly staff half-day meeting:

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

c. **Snowplowing Contract for Winter 2025/2026 (December – March**)

Regina Wittosch of the Building Committee the Finance Committee recommends that the Board consider a motion to approve the proposal by Dauberts Lawn Service, Inc. for winter 2025/2026 snowplowing @ $12,650.46, having received no other snowplowing quotes; Mark Damia seconded the recommendation.

Motion to approve the Dauberts snowplowing proposal for winter 2025/2026:

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

d. **Anthem Employee Health Insurance Plan Renewal 2025/2026**

Mary Berrigan of the Personnel Committee recommends that the Board consider a motion to approve the renewal of the existing Anthem health insurance plan for employees for 2025/2026 @ a 17.06% increase; Colleen Larsen seconded the recommendation.

Motion to approve the renewal of the existing Anthem health insurance plan 2025/2026::

Mary Berrigan made a motion to approve the 2025/2026 Anthem health insurance renewal; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

VIII. **Old Business**: None.

IX. **Board Committee Reports:**

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

X. **FOL** - Colleen Larsen. They will hold their annual holiday book sale on November 22 and 23.

XI. **Director's Report:** Reviewed.

XII. **Executive Session:** None. (Lisa Laico advised that it was unnecessary.)

Colleen Larsen recommended that the Board consider a motion to approve the October 2025 personnel report; Nora Aman-Gurvich seconded the motion.

Motion to approve the October 2025 Personnel Report:

Colleen Larsen made a motion to approve the October 2025 Personnel Report; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

XIII. **Adjournment**:

A motion to adjourn the meeting at 9:07pm was made by Barbara Johansen; Regina Wittosch 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 #697 (General Fund.)
2. To approve Warrant #34 (Capital Fund.)
3. To approve minutes of September 23, 2025 regular monthly meeting.
4. To approve and adopt the Internet Safety Policy.
5. To approve moving the December 2025 quarterly staff meeting.
6. To approve the Dauberts snowplowing contract for 2025-2026.

7. To approve the renewal of the Athem health insurance plan for 2025-2026.
8. To approve the October 2025 Personnel Report.
9. To adjourn.

XIV. **Date & Time for Upcoming Meetings:**

Regular monthly meeting: Tuesday, November 18, 2025 at 7:00pm @ AWPL

Recorded by Siobhan O'Riordan on October 28, 2025 and submitted on November 6, 2025.