

ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting (In-person at the Library) March 24, 2026 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Barbara Johansen, Nora Aman-Gurvich, Colleen Larsen, Regina Wittosch, 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 7:03 pm

II. Pledge of Allegiance.

III. Review/Revise Agenda. Capital Fund Warrant #38 (not #37).

IV. Public Comment.

V. 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:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following budget transfers and amendments; Barbara Johansen seconded the recommendation:

1. Add \$3,200 to account 5188 Copier Maintenance/Support, and reduce account 5310 Medical/Dental/Vision by \$3,200.

2. Add \$1,330 to account 5130-01 Foundation Publicity, and add \$1,330 to account 4091 Foundation Reimbursements.

Motion to approve the above budget transfers and amendments:

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

D. Warrant #702 (General Fund):

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #702 (General Fund); Colleen Larsen seconded the recommendation.

Motion to Approve Warrant #702 (General Fund):

Mary Berrigan made a motion to approve Warrant #702 (General Fund); Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Michael McCann – Yes. The motion was approved.

E. Warrant #38 (Capital Fund):

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve Capital Fund Warrant #38; Nora Aman-Gurvich seconded the recommendation.

Motion to approve Capital Fund Warrant #38:

Colleen Larsen made a motion to approve Capital Fund Warrant #38; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Michael McCann – Yes. The motion was approved.

F. Approval of new debit/ACH vendor: Ricoh USA.

Regina Wittosch recommended that the Board consider a motion to add Ricoh USA as a debit/ACH vendor; Mary Berrigan seconded the recommendation.

Motion to approve Ricoh USA as a debit/ACH vendor:

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

G. Minutes of 2/24/26 Regular Monthly Meeting:

Barbara Johansen recommended that the Board consider a motion to approve the minutes of the February 2026 regular monthly meeting; Nora Aman-Gurvich seconded the recommendation.

Motion to approve minutes of the February 24, 2026 Regular Monthly Meeting:

Colleen Larsen made a motion to approve the minutes of the 2/24/26 regular monthly meeting; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Michael McCann – Yes. The motion was approved.

VI. New Business:

2026 Tax Levy & Trustee Vote – Tuesday, April 14, 9am to 9pm:

1. Regina Wittosch of the Finance Committee recommends that the Board consider a motion to appoint Chairs of the 2026 Tax Levy & Trustee Vote, who will open and close the election; Barbara Johansen seconded the recommendation.

Motion to Approve Chairs of the 2026 Tax Levy & Trustee Vote as follows:

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

2. Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve the slate and compensation of machine operators and election inspectors as follows:
 - Beth Doty - Machine Operator @ \$18.55/hr.
 - Barry Wiesenfeld - Machine Operator @ \$18.55/hr.
 - John Batz - Machine Operator @ \$18.55/hr.
 - Joan Noonan – Chief Inspector @ \$18.55/hr.
 - Joann Castagna – Inspector @ \$17.25/hr.
 - Mary Singer – Inspector @ \$17.25/hr.
 - Pat Noonan – Inspector @ \$17.25/hr.
 - Jim Gerstner - Orange County Board of Elections Voting Machine Technician - \$300 - and Voting Machine Set-Up & Removal @ \$120 total -> \$420

Motion to approve the slate and compensation rates of machine operators, technicians, and election inspectors for the 2026 Library Tax Levy & Trustee vote.

Barbara Johansen made a motion to approve the above; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes;

Mary Berrigan – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Michael McCann – Yes.
The motion was approved.

B. Contract for Grounds Maintenance:

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve the Spring/Summer 2026 proposed mowing and groundskeeping contract from Daubert’s Lawn Service, Inc.; Barbara Johansen seconded the recommendation.

Motion to approve Daubert’s Lawn Service, Inc. Spring/Summer 2026 contract:

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

C. Window Cleaning:

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve a \$2,200 estimate from All-County Window Cleaning for cleaning all the building’s windows, both inside and outside; Barbara Johansen seconded the recommendation.

Motion to approve the estimate from All County Window Cleaning:

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

VII. Old Business:

HVAC Heat Pump Replacement Project – reviewed by Board.

VIII. Board Committee Reports:

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

IX. FOL – Colleen Larsen.

- Friends of the Library will assist with publicizing the upcoming Tax Levy & Trustee election.
- Spring book sale is scheduled for May 30 and 31.

X. Director's Report: Reviewed.

XII. Personnel Report Review:

Mary Berrigan of the Personnel Committee recommends that the Board consider a motion to approve the February 2026 personnel report; Regina Wittosch seconded the recommendation.

Motion to approve the February 2026 personnel report:

Regina Wittosch made a motion to approve the personnel report; Colleen Larsen seconded the motion.

The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes;

Mary Berrigan – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Michael McCann – Yes.

The motion was approved.

XIII. Adjournment:

A motion to adjourn the meeting at 8:35pm was made by Regina Wittosch; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Michael McCann – Yes. The motion was approved.

Motions:

1. To approve budget transfers and amendments.
2. To approve Warrant #702 (General Fund.)
3. To approve Warrant #38 (Capital Fund.)
4. To approve Ricoh USA as a new debit/ACH vendor.
5. To approve minutes of February 24, 2026 regular monthly meeting.
6. To approve Chairs of the 2026 Tax Levy & Trustee vote.
7. To approve slate and compensation rates of machine operators, technicians, and election inspectors for the 2026 Tax Levy & Trustee vote.
8. To approve Daubert's Law Service, Inc. Spring/Summer 2026 contract.
9. To approve estimate from All County Window Cleaning.
10. To approve the February 2026 personnel report.

11. To adjourn.

Date & Time for Upcoming Meetings:

- Tues., March 31, 2026, 7:00pm – Public Hearing re: Tax Levy/Trustee Vote – Community Room
- Tues., April 14, 2026 – Annual Tax Levy/Trustee Vote, 9am-9pm, Community Room
- Optional – Trustee Education Credit: Screening of *The Librarians* – Wed., April 22, 6pm
- Tues., April 28, 2026 – Regular Monthly Meeting, 7:00pm

Recorded by Siobhan O’Riordan on March 24, 2026 and submitted on March 25, 2026.