

# ALBERT WISNER PUBLIC LIBRARY

## Board of Trustees Meeting

(In-person at the Library)

April 28, 2026 @ 7:00 PM

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### Minutes

**PRESENT:** Board Members Mark Damia, Barbara Johansen, 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 7:00 pm**

**II. Pledge of Allegiance.**

**III. Review/Revise Agenda.**

**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/or amendments; Barbara Johansen seconded the recommendation:

a. Increase account #5280 Workers’ Comp to \$8,625 and lower account #5300 Disability to \$1,565.

**Motion to approve the above budget transfers and amendments:**

Michael McCann made a motion to approve; 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; Michael McCann – Yes. The motion was approved.

**D. Warrant #703 (General Fund):**

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #703 (General Fund); Colleen Larsen seconded the recommendation.

**Motion to Approve Warrant #703 (General Fund):**

Mary Berrigan made a motion to approve Warrant #703 (General Fund); 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; Michael McCann – Yes. The motion was approved.

**E. Warrant #39 (Capital Fund):**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve Capital Fund Warrant #39; Michael McCann seconded the recommendation.

**Motion to approve Capital Fund Warrant #39:**

Regina Wittosch made a motion to approve Capital Fund Warrant #39; 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; Michael McCann – Yes. The motion was approved.

**F. Approval of new debit/ACH vendor: None.**

**G. Minutes of 3/24/26 Regular Monthly Meeting:**

Regina Wittosch recommended that the Board consider a motion to approve the minutes of the March 2026 regular monthly meeting; Barbara Johansen seconded the recommendation.

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

Barbara Johansen made a motion to approve the minutes of 3/24/26 regular monthly meeting; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Michael McCann – Yes. The motion was approved.

VI. New Business:

A. **2026 Tax Levy & Trustee Vote – Tuesday, April 14**

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to certify the results of the Library's 2026 tax levy & Trustee vote; Colleen Larsen seconded the recommendation.

*Final results - 317 yes, 33 no; in the Trustee election, Michael McCann is elected to a 5-year term from July 1, 2026-June 30, 2031.*

**Motion to certify the results of the Library's 2026 tax levy & Trustee vote**

Regina Larsen made a motion to approve; 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; Michael McCann – Yes. The motion was approved.

B. **Ashley Mechanical Contract 2026 - 2027**

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve Ashley Mechanical's 2026-2027 Maintenance/Service Contract proposal for the geothermal HVAC system @ \$15,360.00; Colleen Larsen seconded the recommendation.

**Motion to approve Ashley Mechanical's HVAC Maintenance/Service Contract proposal for 2026-2027:**

Barbara Johansen made a motion to approve the contract; 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; Michael McCann – Yes. The motion was approved.

C. **Policy on Confidentiality of Library Records (revised from 2003 Version)**

Barbara Johansen made a motion to approve to adopt revisions to the 2003 Policy on Confidentiality of Library Records, as recently recommended by the Library's attorney; Regina Wittosch seconded the recommendation.

**Motion to adopt the recommended revisions to the Policy on Confidentiality of Library Records:**

Regina Wittosch made a motion to adopt the revisions to the policy; 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; Michael McCann – Yes. The motion was approved.

**D. Resurfacing of Public Service Desks**

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to approve the estimate of Five Star Granite & Marble, Inc. to resurface the Circulation, Help and Children's public service desks @ \$35,000; Barbara Johansen seconded the recommendation.

**Motion to approve the estimate from Five Star Granite & Marble:**

Mary Berrigan 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; Michael McCann – Yes. The motion was approved.

**VII. Old Business:**

- A. Wisner \$50K Endowment – reviewed.
- B. Rules for Public Comment at Board Meetings – the below additional measures were reviewed:
  - a. Sign-in sheet determines order of speaking; those who do not sign in will speak last
  - b. A speaker who refuses to identify him/herself will not be given the opportunity to address the Board
  - c. Reference to the speaker's comments will be included in the public record of the meeting.

**VIII. Board Committee Reports:**

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

Mark Damia of the Executive Committee recommended that the Board consider a motion to approve the Library's 2025 New York State Annual Report, with the following resolution; Regina Wittosch seconded the recommendation:

*Albert Wisner Public Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the 2025 Annual Report was reviewed and accepted by the Board.*

**Motion to approve the Library's 2025 New York State Annual Report:**

Regina Wittosch made a motion to approve the 2025 New York State Annual Report; 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; Michael McCann – Yes. The motion was approved.

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

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

D. **Financial** - Regina Wittosch. None.

E. **Personnel Committee** – None.

IX. **FOL** – Colleen Larsen.

- Summer book sale is scheduled for May 30 and 31.

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

XII. **Personnel Report Review:** None.

XIII. **Adjournment:**

**A motion to adjourn** the meeting at 8:55pm was made by Mary Berrigan; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Barbara Johansen – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Regina Wittosch – Yes; Michael McCann – Yes. The motion was approved.

**Motions:**

1. To approve budget transfers and amendments.
2. To approve Warrant #703 (General Fund.)
3. To approve Warrant #39 (Capital Fund.)
4. To approve minutes of March 24, 2026 regular monthly meeting.
5. To certify the results of the Library's 2026 tax levy & Trustee vote.
6. To approve Ashely Mechanical's 2026/2027 HVAC Maintenance/Service contract.
7. To approve revisions to the Policy on Confidentiality of Library Records.
8. To approve the estimate from Five Star Granite for resurfacing of service desks.
9. To approve the Library's 2025 NYS Annual Report.
10. To adjourn.

**Date & Time for Upcoming Meeting:**

- Tues., May 26, 2026 – Regular Monthly Meeting at 7:00pm

Recorded by Siobhan O'Riordan on April 28, 2026 and submitted on April 30, 2026.