

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In person at the Library)
January 24 at 7:00 PM

Minutes

PRESENT: Board Members: Colleen Larsen, Mary Berrigan, Nora Aman-Gurvich, Regina Wittosch and Barbara Johansen

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: Scott Hallowell

Absent: Mark Damia, Wayne Rossi, TAB

I. Meeting called to order by Nora Aman-Gurvich at 7:01 pm

II. Pledge of Allegiance

III. Review/Revise Agenda

IV. Fiscal Reports:

A. FY 2022 – 2023 Balance Sheets: Reviewed by the Board.

B. FY 2022 – 2023 P&L: Reviewed by the Board.

C. **Motion to Approve Budget Amendment:** none.

D. **Motion to Approve Warrant #664 (General Fund):**

Barbara Johansen made a motion to approve Warrant #664; Regina Wittosch seconded the motion. The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

E. **Motion to approve Library expenses to be reimbursed by the Library Foundation** – None.

F. **Motion to approve additional debit card vendors as needed:** None.

V. Motion to approve Minutes of 12/20/22 Regular Board Meeting:

Colleen Larsen made a motion to approve the minutes; Mary Berrigan seconded the motion.

The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

VI. **New Business:**

A. **Motion to approve resolution to adopt Records Retention and Disposition for New York Local Government Records (LGS-1).**

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

B. **Motion to approve revised AWPL Retention and Disposition of Records Policy, to reflect adoption of LGS-1.**

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

C. **Motion to approve February 1, 2023 renewal of vision insurance plan with no rate increase.**

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

D. 2023 Library Tax Levy and Trustee Vote:

i. **Motion to set date for vote on Tuesday, April 4, 2023, 9am to 9pm at the Library.**

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

ii. **Motion to approve use of optical voting machine, or paper ballots if needed.**

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

iii. **Motion to approve proposed FY 2023-2024 Library Budget with tax levy amount of \$1,690,129 (2% increase.)**

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

iv. **Motion to approve publishing Legal Notices starting the week of 2/13/23.**

Mary Berrigan made a motion to approve publishing of legal notices; Regina Wittosch seconded the motion. The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

v. **Motion to set public hearing on proposed 2023/2024 budget for March 28, 2023 at 7pm in-person at the Library with the regular March Board meeting to follow immediately after.**

Barbara Johansen made a motion to approve date of public hearing on proposed budget; Regina Wittosch seconded the motion. The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

vi. **Motion to appoint Laura Koblizek and Jennifer Bengel as Clerks of the April 4, 2023 tax levy and trustee election.**

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

VII. **Old Business:**

Annual Fire Inspection – update from Butler, Rowland & Mays, Architects:

The architect drafted a letter in response to concerns raised by the fire inspector from the school district. A few door stops will need to be removed, but overall the doors are in compliance with current fire code.

VIII. **Board Committee Reports**

A. **Executive** – Mark Damia. None.

B. **Building and Grounds** – Regina Wittosch and Barbara Johansen.

- Still waiting on fencing from Kuperus Fence.
- Regina will do a walkthrough of the building to determine areas that need to be painted.
- Lisa is looking into brighter lights for the exterior parking lot.

C. **Community Relations** – Nora Aman-Gurvich. The staff holiday party will be held on Wednesday, February 1 at 7pm at the Landmark Inn.

- D. **Financial** – Regina Wittosch. None.
- E. **Personnel Committee** – Colleen Larsen.
Review of Personnel Report in Executive Session.

IX. FOL: Colleen Larsen. None.

X. **Director’s Report:** Reviewed.

XI. **Public Comment:** Scott Hallowell offered his help in any electrical work we might need.

XII. **Motion to move into Executive Session:**

Colleen Larsen made a motion to go into Executive Session; Mary Berrigan seconded it. The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

XIII. Executive Session: review of personnel report.

Motion to reconvene to regular meeting:

Regina Wittosch made a motion to reconvene to regular meeting; Barbara Johansen seconded the motion. The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

Upon reconvening to regular meeting:

Motion to approve January 2023 Personnel Report.

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

XIV. **Adjournment:**

A motion to adjourn the meeting at 8:22pm was made by Mary Berrigan; Regina Wittosch seconded the motion. The Board voted as follows: Colleen Larsen – Yes; Mary Berrigan – Yes, Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes. The motion was approved.

Motions:

1. To approve Warrant #664.
2. To approve minutes of the December 20, 2022 Regular Board Meeting.
3. To approve resolution to adopt Records Retention & Disposition for NY Local Government Records (LGS-1).
4. To approve revised AWPL Retention & Disposition of Records Policy.

5. To approve vision insurance renewal.
6. To set date for Library Tax Levy & Trustee vote for April 4, 2023.
7. To approve use of optical voting machine or paper ballots if needed.
8. To approve proposed FY 2023/2034 Library Budget.
9. To approve publishing legal notices starting the week of 2/13/23.
10. To set public hearing on proposed 2023/2024 budget for Mach 28, 2023.
11. To appoint Laura Koblizek and Jennifer Bengel as 2023/2024 Clerks of the Election.
12. To go into Executive Session.
13. To reconvene to Regular Meeting.
14. To approve January 2023 Personnel Report.
15. To adjourn.

XV. Date & Time for Upcoming Meeting:

- Regular Board Meeting is scheduled for Tuesday, February 28, 2023 at 7pm at the library

Recorded by Siobhan O’Riordan January 24 and submitted on January 30, 2023.