

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
February 28, 2023 at 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Nora Aman-Gurvich, Wayne Rossi, Regina Wittosch and Barbara Johansen

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Members of the Public: Grace Riario, Billie Gallo, Jody DeGroat, Tom McKnight, Chris Smith, Rachel Smith, Richard Polito, Angie Rochford, and Dan Matteo.

Absent: Colleen Larsen, Mary Berrigan, TAB

I. Meeting called to order by Mark Damia at 7:02 pm

II. Pledge of Allegiance

III. Public Comment: Chris Smith, Rachel Smith, Richard Polito, Angie Rochford and Dan Matteo all expressed concern over the Children’s Room display of the book *I Am Not a Girl* by Maddox Lyons in the Children’s Room.

IV. Review/Revise Agenda

V. 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:**

Create and fund new account #5031 (Automation Expenses) with \$32,718.25, and reduce #5030 (Equipment Expenses) by \$32,718.25 to \$110,686.75.

Regina Wittosch made a motion to approve; Wayne Rossi seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

D. **Motion to Approve Warrant #665 (General Fund):**

Wayne Rossi made a motion to approve Warrant #665; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – 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:** Anthem EAP

Motion to approve Anthem EAP as debit card vendor. Regina Wittosch made a motion to approve; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

VI. **Motion to approve Minutes of 1/24/23 Regular Board Meeting:**

Regina Wittosch made a motion to approve the minutes; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

VII. **New Business:**

A. **Motion to approve the 2023 Library Tax Levy & Trustee Vote election inspectors and pay rates.**

Barbara Johansen made a motion to approve the resolution; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

B. Review of 2022 New York State Annual Report for Public and Association Libraries.
Reviewed by the Board.

C. **Motion to approve resolution: AWPL operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2022 Annual Report was reviewed and accepted by the Board.**

Nora Aman-Gurvich made a motion to approve revised policy; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

D. **Motion to resume Library closing at 8:00pm, Mondays through Thursdays, effective 4/3/23.**

Wayne Rosse made a motion to approve renewal; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

E. **Motion to approve paid sick leave for part-time staff @ 1 hour paid sick time/30 hours worked, to maximum of 40 paid sick hours/year effective 7/1/23.**

Nora Aman-Gurvich made a motion to approve; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

F. **Motion to approve renewal of annual contract with Encon Services & Supply**

Regina Wittosch made a motion to approve contract; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; the motion was approved.

G. **Motion to approve Spring/Summer 2023 contract with Daubert's Lawn Service, Inc.**

Regina Wittosch made a motion to approve contract; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

VIII. **Old Business:**

Strategic Plan Update:

IX. **Board Committee Reports**

A. **Executive** – Mark Damia. None.

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

- Still waiting on fencing from Kuperus Fence.
- New parking lot lights do provide much more light; remainder of bulbs will be ordered and installed
- Majority of new LED interior lights have been installed; waiting for balance of order to arrive.

C. **Community Relations** – Nora Aman-Gurvich. Staff and Board members enjoyed the holiday party.

D. **Financial** – Regina Wittosch. James Cha of Ameriprise is looking into better rates for the Library's Certificates of Deposit.

E. **Personnel Committee** – Colleen Larsen. None.

Review of Personnel Report in Executive Session.

X. FOL: Colleen Larsen. None.

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

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

Wayne Rossi made a motion to go into Executive Session; Regina Wittosch seconded it. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

XIII. Executive Session: review of personnel report.

Motion to reconvene to regular meeting:

Wayne Rossi made a motion to reconvene to regular meeting; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

Upon reconvening to regular meeting:

Motion to approve February 2023 Personnel Report.

Regina Wittosch made a motion to approve; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

XIV. **Adjournment:**

A motion to adjourn the meeting at 8:17pm was made by Wayne Rossi; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Wayne Rossi – Yes; The motion was approved.

Motions:

1. To approve budget amendment.
2. To approve Warrant #665.
3. To approve addition of Anthem EAP to debit card vendor list.
4. To approve minutes of 1/24/23 Regular Board Meeting.
5. To approve the 2023 Library Tax Levy & Trustee Vote election inspectors and pay rates.
6. To approve the following resolution: AWPL operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2022 Annual Report was reviewed and accepted by the Board.
7. Motion to resume Library closing at 8:00pm, Monday through Thursday beginning 4/3/23.
8. Motion to approve paid sick leave for part-time employees.

9. Motion to approve annual contract with Encon Services & Supply.
10. Motion to approve Spring/Summer contract with Daubert's Lawn Services.
11. Motion to move into Executive Session.
12. Motion to reconvene to regular meeting.
13. Motion to approve February 2023 Personnel Report.
14. Motion to adjourn.

XV. Date & Time for Upcoming Meeting:

- Public Information Meeting on the proposed 2023/2024 Library operating budget is scheduled for Tuesday, March 28, 2023 at 7pm at the library.
- Regular monthly meeting to be held on Tuesday, March 28, 2023 immediately following the Public Information Meeting.

Recorded by Siobhan O'Riordan February 28 and submitted on March 8, 2023.