

**ALBERT WISNER PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**(In-person at the Library)**  
**March 26, 2024 @ 7:00 PM**

---

Minutes

**PRESENT:** Board Members Mark Damia, Regina Wittosch, Nora Aman-Gurvich, Mary Berrigan and Barbara Johansen

**Director:** Lisa Laico

**Recording Secretary:** Siobhan O’Riordan

**Members of the Public:** None.

**Absent:** Colleen Larsen, Wayne Rossi and TAB

**I. Meeting called to order by Mark Damia at 7:00 pm**

**II. Pledge of Allegiance.**

**III. Review/Revise Agenda: None**

**IV. Public Comment: None.**

**V. Fiscal Reports:**

A. **FY 2023 – 2024 Balance Sheets:** Reviewed by the Board.

B. **FY 2023 – 2024 P&L:** Reviewed by the Board.

C. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #678 (General Fund) and Warrant #19 (Capital Fund); Nora Aman-Gurvich seconded the recommendation.

**Motion to Approve Warrant #678 (General Fund) and Warrant #19 (Capital Fund):**

Mary Berrigan made a motion to approve Warrant #678 (General Fund) and Warrant #19 (Capital Fund); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes. The motion was approved.

D. **Budget Amendments:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the following budget amendments; Nora Aman-Gurvich seconded the recommendation.

- a. Increase budget for account 4091 Foundation Reimbursements by \$2,225.41 to \$33,841.47, and increase budget for account 5025-01 Foundation Programming by \$2,225.41 to \$19,725.41.

- b. Increase budget for account 5030 Equipment by \$5,268.54 to \$34,303.54, and decrease account 5200 Fuel & Utilities by \$5,268.54 to \$66,731.46.
- c. Increase account 4120.3 Senate Bullet Aid by \$7,500 to \$7,500, and increase account 5240 Other Maintenance to \$117,500.

**Motion to approve the recommended budget amendments.**

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

**E. Contract for Grounds Maintenance.**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the Spring/Summer 2024 proposed mowing and groundskeeping contract from Daubert's Lawn Service, Inc. Barbara Johansen seconded the motion.

**Motion to approve the Spring/Summer 2024 Mowing and Groundskeeping Contract:**

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

**F. 2024 Library Tax Levy and Trustee Vote.**

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to appoint Chairs for the 2024 Tax Levy & Trustee vote to open and close the election.

**Motion to appoint Mark Damia as the Chair of the 2024 Tax Levy & Trustee vote.**

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

Nora Aman-Gurvich recommended that the Board consider a motion to approve the slate and compensation of machine operators and election inspectors, as follows, for the 2024 Library tax levy and Trustee election; Barbara Johansen seconded the recommendation:

- John Batz - Machine operator @ \$18.00/hr.
- Michael Rega - Machine operator @ \$18.00/hr.
- Jill Mante – Inspector @ \$16.75/hr.
- Mark Mante – Inspector @ \$16.75/hr.
- Joan Noonan – Inspector @ \$16.75/hr.
- Pat Noonan – Inspector @ \$16.75/hr.
- Janet Folino – Chief Inspector @ \$18.00/hr.
- Orange County Board of Elections Voting Machine Technician (set-up & removal) - \$300 total

**Motion to approve the slate and compensation of machine operators and election inspectors, as listed, for the 2024 Library Tax Levy and Trustee vote.**

Regina Wittosch made a motion to approve the list of machine operators and election inspectors; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

G. **Library Expenses to be Reimbursed by the Library Foundation:** None.

H. **Motion to Approve Additional Debit Card Vendors as Needed:** None.

I. **Minutes of 2/27/2024 Regular Monthly Meeting:**

Nora Aman-Gurvich recommended that the Board consider a motion to approve the minutes of the 2/27/24 regular monthly meeting; Regina Wittosch seconded the recommendation.

**Motion to approve minutes of the February 27, 2024 Regular Monthly Meeting**

Mary Berrigan made a motion to approve the minutes of the 2/27/24 meeting; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**VI. New Business:**

a. Meeting Room Policy Update:

Executive Committee member Mark Damia recommended that the Board consider a motion to approve the proposed updates to the Library's meeting room policy; Regina Wittosch seconded the recommendation.

**Motion to approve updates to the Library's Meeting Room Policy:**

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

b. Diner Booth Proposal:

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve the cost of fabrication and installation of two diner booths on the lower level @ \$21,120.79; Mary Berrigan seconded the recommendation.

**Motion to approve the cost of fabrication and installation of two diner booths:**

Nora Aman-Gurvich approved the motion; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

c. **Website Migration and Updates:**

Nora Aman-Gurvich of the Finance Committee recommended that the Board consider a motion to approve proposal by JoNa Web for a one-time AWPL website migration to WordPress and updates, priced at \$12,750; Mary Berrigan seconded the motion.

**Motion to Approve Website Migration Proposal:**

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

**VII. Old Business: Quarterly Staff Half-Day Training Date Change.**

Mark Damia of the Executive Committee recommended that the Board consider a motion to approve changing the September 2024 date for a ½ day of staff training from September 6 to September 13; Mary Berrigan seconded the recommendation.

**Motion to change ½ Day Staff Training date from September 6 to September 13:**

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

**VIII. Board Committee Reports: Reviewed.**

- A. Executive Committee:** Mark Damia and Nora Aman-Gurvich
- B. Building & Grounds** - Regina Wittosch
- C. Community Relations** – Nora Aman-Gurvich
- D. Financial** - Regina Wittosch
- E. Personnel Committee** – Mary Berrigan. Review of Personnel Report in Executive Session.

**IX. FOL** - Colleen Larsen. None.

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

**XI.** Personnel Committee member Mary Berrigan recommended that the Board consider a motion to go into Executive Session to discuss the Personnel Report; Nora Aman-Gurvich seconded the

recommendation. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

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

**XII. Executive Session:**

A. Review of Personnel Report.

**Regina Wittosch made a motion to come out of Executive Session;** Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

***Upon reconvening to regular meeting:***

B. Mary Berrigan recommended that the Board consider a motion to approve the March 2024 personnel report; Nora Aman-Gurvich seconded the recommendation.

**Motion to approve March 2024 Personnel Report:**

Mary Berrigan made a motion to approve the March 2024 personnel report; Nora Aman-Gurvich seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**XIII. Adjournment:**

**A motion to adjourn** the meeting at 8:32 p.m. was made by Nora Aman-Gurvich; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Regina Wittosch – Yes; Nora Aman-Gurvich – Yes; Mary Berrigan – Yes; Barbara Johansen - Yes. The motion was approved.

**Motions:**

1. To approve Warrant #678 (General Fund) and Warrant #19 (Capital Fund).
2. To approve recommended budget amendments.
3. To approve Spring/Summer 2024 Mowing and Groundskeeping contract.
4. To appoint 2024 Tax Levy & Trustee Vote Election chair.
5. To approve machine operators/election inspectors for 2024 Tax Levy & Trustee Vote.

6. To approve the minutes of the February 27, 2024 regular monthly meeting.
7. To approve updates to Library's Meeting Room policy.
8. To approve cost of fabrication and installation of two diner booths.
9. To approve one-time website migration and updates proposal.
10. To change ½ day Staff Training date.
11. To move into Executive Session.
12. To come out of Executive Session.
13. To approve March 2024 Personnel Report.
14. To adjourn.

**XV. Date & Time for Upcoming Meeting:**

- **Public Information Session** re: proposed 2024 tax levy and 2024/2025 library operating budget: Tuesday, April 23, 2024, **6:30pm** at the Library (Community Room)
- **Regular monthly meeting:** Tuesday, April 23, 2024, 7:00pm in-person at the Library (Community Room)
- **Library Tax Levy & Trustee Vote:** May 7, 2024 – 9:00am-9:00pm (Community Room)
- **Regular monthly meeting:** Tuesday, May 28, 2024, 7:00pm at the Library (Board Room)

Recorded by Siobhan O'Riordan March 26, 2024 and submitted March 27, 2024.