

ALBERT WISNER PUBLIC LIBRARY
Board of Trustees Meeting
(In-person at the Library)
July 18, 2023 @ 7:15 PM

Minutes

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

Director: Lisa Laico

Recording Secretary: Siobhan O’Riordan

Staff: Laura Koblizek

Members of the Public: None.

Absent: Wayne Rossi and TAB

I. Meeting called to order by Mark Damia at 7:15 pm

II. Pledge of Allegiance (recited at 2023 Annual Reorganization meeting at 6:45pm)

III. Public Comment: None.

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. Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve the following budget amendment described below; Nora Aman-Gurvich seconded the recommendation:

- a. Increase account #5160 Professional Fees to \$60,000.00 and decrease Acct #5030 Equipment to \$93,186.75

Motion to Approve Budget Amendment:

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

- D. Finance Committee member Nora Aman-Gurvich recommended that the Board consider a motion to approve Warrant #670 (General Fund); Colleen Larsen seconded the recommendation.

Motion to Approve Warrant #670 (General Fund):

Colleen Larsen made a motion to approve Warrant #670; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen. The motion was approved.

- E. Colleen Larsen, as Secretary, recommended that the Board consider a motion to approve the minutes of the May 2023 meeting; Barbara Johansen seconded the recommendation.

Motion to approve Minutes of 6/27/23 Regular Board Meeting:

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

VI. New Business:

- A. **Proposed draft Social Media Policy:** Reviewed.

- B. **Purchase and installation of four magnetic door hold-opens:**

Regina Wittosch of the Finance Committee recommended that the Board consider a motion to approve the purchase and installation of 4 magnetic door hold-opens at a cost not to exceed \$8,500.00. Barbara Johansen seconded the recommendation.

Motion to approve purchase and installation of 4 magnetic door hold-opens not to exceed \$8,500.00:

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

VII. Old Business:

A. **Strategic Plan Status:** The Community Relations Committee will meet in August to finalize any additions and/or changes and then bring to the full Board for approval. Colleen Larsen noted that the *Library of Things* was missing from the Strategic Plan.

VIII. Board Committee Reports

A. **Executive** – Mark Damia encouraged fellow Board Members to take a look at the tutorials offered by Niche Academy and reminded everyone that they need to complete the Sexual Harassment Training.

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

- Regina wants to explore the possibility of installing a gate on the Children’s patio.
- Daubert’s still needs to remove the dead tree and install plantings in the parking lot island where the ash trees were removed.

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

D. **Financial** – Regina Wittosch. None.

E. **Personnel Committee** – Colleen Larsen.
Review of Personnel Report in Executive Session.

IX. FOL: Colleen Larsen. The FOL are off for the summer.

X. **Director’s Report:** Reviewed.

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

Motion to move into Executive Session:

Colleen Larsen 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; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen. The motion was approved.

XII. Executive Session:

A. Review of Personnel Report.

Upon reconvening to regular meeting:

B. **Motion to approve July 2023 Personnel Report:**

Colleen Larsen made a motion to approve the July 2023 personnel report; Regina Wittosch seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes;

Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen. The motion was approved.

XIII. Adjournment:

A motion to adjourn the meeting at 8:20 p.m. was made by Mary Berrigan; Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen. The motion was approved.

Motions:

1. To approve budget amendment.
2. To approve Warrant #670.
3. To approve minutes of 6/27/23 Regular Board Meeting.
4. Motion to approve installation of 4 magnetic door hold-opens.
5. Motion to move into Executive Session.
6. Motion to approve July 2023 Personnel Report.
7. Motion to adjourn.

XV. Date & Time for Upcoming Meeting:

- Meeting with Architect Paul Mays re: space – Tuesday, August 1 at 6:00pm
- Regular monthly meeting to be held on Tuesday, August 22 at 7pm @ AWPL.

Recorded by Siobhan O’Riordan July 18, 2023 and submitted on July 25, 2023.