Wednesday, January 17, 2018 at System Headquarters 1300 Dryden Road, Ithaca, NY.

**PRESENT**


FLLS Staff Present:  Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh.

**PRESIDING**

President Lewis called the meeting to order at 5:31 PM.

**AGENDA:**

- No conflicts of interest were found for any Trustees present.  – Motion by Toombs.
- The minutes from the Dec. 6, 2017 meeting were accepted as presented. – Motion by Toombs.
- The Director’s Report was discussed.

**New Business:**

1. Committee Assignments were discussed and a sign-up sheet was passed around. Absent Trustees will be asked over email.
2. Conflict of Interest forms were given to all Trustees for signatures.
3. The Annual Meeting was discussed; ways to get more Member Library Trustees involved.
4. Nametags will be ordered for all trustees to wear at events, meetings with legislators, and anytime they would be representing FLLS.

**Policy Committee:**

- The Gift and Donation Policy was discussed and approved as presented with one editorial word change as discussed. – Motion by Toombs.
- The Vehicle Use Policy was discussed and approved as presented. – Motion by Eller.
- The Conflict of Interest/Related Parties Policy was discussed and approved as presented. – Motion by Zaharis.
- The Committee Responsibilities Policy Policy was discussed and approved as presented. – Motion by Seymour.
- The Bylaws amendment proposal was discussed, and tabled until next meeting.
- The Policy Committee Minutes were viewed.

**Finance Committee:**

- The Preliminary 2018 Budget was discussed and unanimously approved. – Motion by Seymour.
- December 2017 Business Manager’s Report
- December 2017 Treasurer’s Report/Check Register & Debit Report

Documents 18-11 & 18-12 were reviewed and accepted; motion passed. – Motion by Toombs.

The Finance Committee has audited and certified the claims presented on DOC 18 12.

**Next Meeting:** The next public meeting will be on February 21, 2018, at 5:30 pm.

**ADJOURNMENT**

The meeting was adjourned at 6:36 PM.
Submitted by: Barbara Melvin, Secretary

Approved ___________________________ ___________________________

Date of approval    Barbara Melvin, Secretary

A signed copy of these minutes can be found in the Secretary's Notebook at:
Finger Lakes Library System, 1300 Dryden Road, Ithaca, NY 14850.