

# FLLS Board of Trustees Meeting Minutes

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June 20, 2018

Wednesday, June 20, 2018 at System Headquarters 1300 Dryden Road, Ithaca, NY.

**PRESENT**

FLLS Trustees Present: Toombs, Lewis, Horvath, Marteney, Zaharis, Schaffer, Eller, Kiehl.

Absent: Hudson, Melvin, Seymour.

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

Others Present: Chris Mott of Sciarabba Walker, CPA.

**PRESIDING**

President Lewis called the meeting to order at 5:30 PM.

(DOC 18 34)

AGENDA: No conflicts of interest were found for any Trustees present.

(DOC 18 35)

The minutes from the May 16, 2018 meeting were accepted as presented. – Motion by Toombs.

(DOC 18 36)

The Director's Report was discussed.

**New Business:**

(DOC 18 37)

Chris Mott presented FLLS's 2017 Draft Audit Report, as prepared by Sciarabba Walker CPA. The report was accepted as presented. – Motion by Toombs.

Sarah announced that we have hired a new Member Services Librarian, Nora Burrows, who will start on Monday July 23<sup>rd</sup>.

**Finance Committee:**

(DOC 18 38)

The Hosted Credit Card Policy was discussed and approved as presented. – Motion by Eller.

(DOC 18 39)

May 2018 Business Manager's Report

(DOC 18 40)

May 2018 Treasurer's Report/Check Register & Debit Report

Documents 18 39 and 18 40 were reviewed and accepted; motion passed. – Motion by Zaharis.

**The Finance Committee has audited and certified the claims presented on DOC 18 40.**

**Next Meeting:** The next public meeting will be on July 18, 2018, at 5:30 pm.

**ADJOURNMENT**

The meeting was adjourned at 7:00 PM.

Submitted by: Diana Leigh, Administrative Assistant

Approved \_\_\_\_\_

*Date of approval*

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*Deborah Lewis, President*

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.