

FLLS Board of Trustees Meeting Minutes

July 18, 2018

Wednesday, July 18, 2018 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT FLLS Trustees Present: Toombs, Lewis, Horvath, Marteney, Zaharis, Schaffer, Eller, Hudson, Melvin.

Absent: Kiehl, Seymour.

FLLS Staff Present: Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh, Human Resources Administrator Kristi Downham.

Others Present: Michelle Flinn of Sciarabba Walker, CPA.

PRESIDING President Lewis called the meeting to order at 5:33 PM.

(DOC 18 41) AGENDA: No conflicts of interest were found for any Trustees present.

(DOC 18 42) The minutes from the May 16, 2018 meeting were accepted as presented. – Motion by Toombs.

(DOC 18 43) The Director's Report was discussed.

New Business:

(DOC 18 44) Michelle Flinn presented FLLS's 2017 Draft IRS-990, as prepared by Sciarabba Walker CPA. The report was accepted as presented with two modifications as discussed. – Motion by Toombs.

(DOC 18 45) The Construction Grant Assurances to the State were unanimously approved as presented. – Motion by Toombs.

(DOC 18 46) The three proposals to insulate the Sorting room were reviewed and one, EnergyTec, was unanimously selected. – Motion by Eller.

(DOC 18 48) The Mid-Year Budget Revision was discussed and unanimously accepted. – Motion by Hudson.

Personnel Committee:

A personnel matter was discussed; a salary increase for the Outreach Librarian was unanimously approved as discussed. – Motion by Lewis.

Finance Committee:

(DOC 18 49) June 2018 Business Manager's Report

(DOC 18 50) June 2018 Treasurer's Report/Check Register & Debit Report

Documents 18 49 and 18 50 were reviewed and accepted; motion passed. – Motion by Zaharis.

The Finance Committee has audited and certified the claims presented on DOC 18 50.

Next Meeting: The next public meeting will be on September 19, 2018, at 5:30 pm.

ADJOURNMENT The meeting was adjourned at 7:28 PM.

Submitted by: Diana Leigh, Administrative Assistant

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.