



BOARD OF TRUSTEES MEETING

April 25, 2012

MINUTES

The meeting of Finger Lakes Library System Board of Trustees was held Wednesday, April 25, 2012 at System Headquarters 119 E Green Street, Ithaca, NY

PRESENT FLLS Trustees Present: Griffin, Rumsey, Baker-Wikstrom, Ahner, Ouimett, Mashlykin, Eller, Jones, vanbaarsen, Miller

Others Present: Executive Director Iraci, Business Manager Knapp, Executive Assistant Taber, Annette Birdsall, and Linda Beins

PRESIDING President Griffin called the meeting to order at 5:40 PM.

AGENDA

(DOC 12 26)

The agenda was unanimously approved after adding the April 11-25 Check Register (DOC 12 33A) under Business Manager's Reports and Discussion of meeting dates for July/August under New Business.

--Motion by Baker-Wikstrom /Second by Jones

SECRETARY'S MINUTES

(DOC 12 27)

The Secretary's Minutes of the March 28, 2012, meeting were unanimously approved as presented.

--Motion by Jones/Second by Rumsey

DIRECTOR'S REPORT

(DOC 12 28)

Director Iraci added the following to her written report:

There is a push emerging from the Regents 2020 plan for merging and consolidation of services. PULISDO feels there is a need to be proactive and would like to meet in May and utilize an outside facilitator. TCPL is going forward with the 2013 fundraising campaign to move into the FLLS office space. They would like FLLS to stay with ½ of the current space. Director Iraci feels we already have difficult circumstances with parking and lack of a meeting room and that it is not ideal working space. She would like to investigate the possibility of a construction grant. There is currently a Building Committee in place – Board President, Executive Director, Business Manager, Karan vanBaarsen and Lois Maki. The financial auditors will be in the FLLS offices next week and will meet with the Board after the audit is complete to present their findings.

COMMITTEE REPORTS

FINANCE COMMITTEE

Business Manager's Report, Treasurer's Report, Check Register

(DOC 12 29 - 30)

The Business Manager's Reports for February 2012 (DOC 12 29) and March 2012 (DOC 12 30),

(DOC 12 31 - 32)

Treasurer's Report for February 2012 (DOC 12 31) and March 2012 (DOC 12 32)

(DOC 12 33 – 33A)

Check register for April 1-10, 2012 (DOC 12 33), and April 11-25, 2012 (DOC 12 33A), were reviewed and unanimously approved as presented.

--Motion by Eller/Second by Baker-Wikstrom

PERSONNEL COMMITTEE

(DOC 12 34)

The Board of Trustees reviewed and unanimously accepted with regret Marisa Iacobucci's resignation effective July 31, 2012.

--Motion by Jones/Second by Baker-Wikstrom

(DOC 12 35 - 36)

The Board of Trustees reviewed and unanimously approved the Executive Director Performance and Salary Evaluation Policy (DOC 12 35), the Director Evaluation Form for Trustees of the Finger Lakes Library System (DOC 12 36), and the Director Survey for Library Directors (DRAFT).

--Motion by Jones/Second by Ahner

- Addendum Time frame for Executive Director's performance evaluation will be as follows:
- June** – Survey of FLLS Services to Member Library Directors (return to Executive Committee by 8/30).
 - July** – Send Director Evaluation Form for FLLS Trustees to them (return to Executive Committee by 8/30).
 - August** – Executive Director completes Self-Performance Appraisal (return to Executive Committee by 8/30).
 - September**
 - A. Executive Director given copy of the Board of Trustees completed Executive Director Performance Appraisal one week prior to formal review with the Executive Committee.
 - B. Executive Committee conducts Annual performance and Salary Evaluation with Executive Director Iraci by no later than September 14, her hire date.
 - C. Executive Committee report's findings of the Executive Director Performance Evaluation to the Board of Trustees in Executive Session at the September Board meeting. Performance and Salary Evaluation will be discussed & recommendations made.
 - November** – Feedback on Executive Director Iraci's Annual Performance and Salary Evaluation shall be delivered to her by November 1, 2012 to accommodate annual budget preparation.

NEW BUSINESS

(DOC 12 23) The Board of Trustees reviewed and unanimously approved the 2012 CBA/CLDA Budget.
--Motion by Baker-Wikstrom/Second by Rumsey

(DRAFT) The Board of Trustees reviewed and unanimously approved the Free Direct Access Plan (Draft) contingent upon the following change:
Section 4 (a) The data for such determination will be made from:
statistical reports from the automated circulation system operated by the Finger Lakes Library System for **2 years prior (previously read "prior year")** borrowing.
--Motion by Jones/Second by Rumsey

(DOC 12 37) The Board of Trustees reviewed and unanimously approved the NYS Construction Grants 25% Match Criteria as being 15% poverty level or 30% free/reduced lunch.

--Motion by Baker-Wikstrom/Second by Rumsey

The Board of Trustees discussed and unanimously approved rescheduling the July 25 Board Meeting to August 1.

--Motion by Jones/Second by Ahner

6:04 Executive Session to Discuss Bargaining Unit Negotiations and Plan of Service personnel recommendations.

--Motion by Rumsey/ Second by Jones

7:03 End Executive Session

--Motion by Ahner/Second by Baker-Wikstrom

Motion made and unanimously approved to authorize the Executive Director, Board President, and Business Manager to take budget actions, as discussed in Executive Session.

--Motion by Rumsey/Second by Jones

Motion made and unanimously approved to authorize the Executive Director and Personnel Committee to finalize the job description and salary range for the Advocacy, Outreach & sustainability Coordinator and post to fill the position to take budget actions, as discussed in Executive Session.

--Motion by Rumsey/Second by Jones

ADJOURNMENT

The meeting was adjourned at 8:00 PM

--Motion by Baker-Wikstrom

Respectfully submitted,

Michelle Taber, Recording Secretary

Deborah Jones, Secretary