

FLLS BOARD OF TRUSTEES MEETING

February 6, 2013

MINUTES

The meeting of Finger Lakes Library System Board of Trustees was held Wednesday, February 6, 2013 at System Headquarters 119 E Green Street, Ithaca, NY

PRESENT FLLS Trustees Present: Griffin, Ahner, Ouimett, Mashlykin, Eller (excused herself at 6:30 PM), Jones, vanBaarsen

Absent: Baker-Wikstrom, Miller

Others Present: Executive Director Iraci, Business Manager Knapp, Executive Assistant Taber, and At Large Trustee Nominee Gregg Kiehl

PRESIDING President Griffin called the meeting to order at 5:35 PM.

AGENDA
DOC 13 01

The agenda was unanimously approved after adding "Bank/Treasurer Update" under Finance Committee.

--Motion by Jones /Second by Ahner

SECRETARY'S MINUTES

DOC 13 02

The Secretary's Minutes of the December 5, 2012 meeting were reviewed and unanimously approved after correction.

--Motion by Jones/Second by vanBaarsen

DIRECTOR'S REPORT

DOC 13 03

Director Iraci added the following to her written report:

The preliminary NYS budget has been released with flat funding. Director Iraci encouraged the trustees to attend Ledge Day on March 5th and distributed postcards for advocacy at their local libraries.

6:00 Executive Session to discuss confidential personnel matters

--Motion by vanBaarsen/Second by Ouimett

6:37 End Executive Session

--Motion by Jones/Second by Ouimett

COMMITTEE REPORTS

FINANCE COMMITTEE

*Business Manager's Report, Treasurer's Report, Check Register and Bill Sheet

DOC 13 04-05 Business Manager's Report for November 2012 (DOC 13 04) and December 2012 (DOC 13 05)

DOC 13 06-07 Treasurer's Report for November 2012 (DOC 13 06) and December 2012 (DOC 13 07)

DOC 13 08 Check & Debit Charge Register

were reviewed and unanimously approved as presented.

--Motion by Ahner/Second by Jones

The Finance Committee audited and certified the claims presented on DOC 13 08

DOC 13 09 **Year End Financial Review**

After changing the amount in Vehicle Reserve to \$16,000 (to include Bullet Aid) the Board of Trustees unanimously voted to approve the Year End Financial Review.

--Motion by Jones/Second by Ouimett

Reserve Accounts

The Board of Trustees agreed to table discussion of reinstating reserve accounts to a later date.

--Motion by Ahner/Second by vanBaarsen

DOC 13 10 **2013 Budget – January Revision**
The Board of Trustees unanimously voted to approve the 2013 Budget – January Revision.
--Motion by vanBaarsen/Second by Mashlykin

DOC 13 11 **Resolution to Borrow**
The Board of Trustees unanimously voted to adopt the Resolution to Borrow.
--Motion by Ahner/Second by Jones

Resolution to Change Banks
The Board of Trustees unanimously voted to empower Business Manager, Elaine Knapp to begin moving FLLS funds from Tioga State Bank to Tompkins County Trust Company.
--Motion by Ahner/Second by vanBaarsen

NEW BUSINESS

DOC 13 12 **Adult Literacy Grant**
The Board of Trustees unanimously voted to approve submission of the Adult Literacy grant.
--Motion by Ouimett/Second by Jones

DOC 13 13 **Family Literacy Grant**
The Board of Trustees unanimously voted to approve submission of the Family Literacy grant.
--Motion by Ahner/Second by Jones

DOC 13 14 **Trustee Mary Ellen Rumsey Resignation Letter**
The Board of Trustees unanimously voted to accept with regret the resignation of Mary Ellen Rumsey as FLLS Trustee.
--Motion by Jones/Second by Mashlykin

Nomination for Vice President of the FLLS Board of Trustees
Ellen Baker-Wikstrom was nominated and unanimously elected to serve as Vice President of the FLLS Board of Trustees.
--Motion by Ahner/Second by Jones

Assistant Executive Director Job Description (Draft)
The Board of Trustees unanimously voted to refine the Assistant Executive Director Job Description and to post the position at a salary not to exceed \$60,000. The posting of the position will wait until after hiring the Executive Director.
--Motion by Ahner/Second by vanBaarsen

February 26, 2013 Board of Trustees Meeting
The Board of Trustees unanimously voted to have an additional meeting on February 26, 2013 at 5:30.
--Motion by Ahner/Second by Jones

ADJOURNMENT

The meeting was adjourned at 8:25 PM
--Motion by Jones

Respectfully submitted,
Michelle Taber, Recording Secretary
Deborah Jones, Secretary