

# FLLS Board of Trustees Meeting Minutes

**November 20, 2019**

Wednesday, November 20, 2019 at System Headquarters 1300 Dryden Road, Ithaca, NY.

**PRESENT**      FLLS Trustees Present: Lewis, Moolin, Seymour, Heavenrich, Toombs, Marteney, Hudson.  
Absent: Kiehl, Schaffer, Schlabach, Zaharis.  
FLLS Staff Present: Executive Director Sarah Glogowski, Administrative Assistant Diana Leigh, Business Manager James Stebbins, State Programs Coordinator Kristi Downham, Member Services Librarian Nora Burrows.

**PRESIDING**      President Lewis called the meeting to order at 5:32 PM.  
(DOC 19 67)      AGENDA: No conflicts of interest were reported by any Trustees present.  
(DOC 19 68)      The minutes from the Sept. 18, 2019 meeting were accepted as presented. – Motion by Toombs.  
(DOC 19 69)      The minutes from the Oct. 18, 2019 meeting were accepted as presented. – Motion by Toombs.  
(DOC 19 70)      The Director's Report was discussed.

**New Business:**

..... > A vote was taken to have FLLS (Sarah) tell PULISDO to encourage the State Library to include a question about Trustee Training in the Annual Report (even though the State is not requiring such training at this time), so as to maintain momentum. Unanimously approved. – Motion by Toombs.

..... > A discussion was held regarding this year's Annual Meeting. Based on the evaluations received as well as verbal feedback, this was the most highly rated meeting in memory. The venue, the food, and especially the speaker were all well-received by Trustees and Directors who attended. Liz Hudson gave a brief report from the Annual Meeting Planning Committee. She said the Committee would have a recommendation for future meetings to the Board by February or March.

..... > Nora led a discussion on e-content, in particular FLLS' upcoming discontinuation of hoopla.

**Personnel Committee:**

(DOC 19 71)      Two policy updates to FLLS' retiree health insurance were discussed and unanimously approved as presented. Part A: – Motion by Moolin. Part B: – Motion by Toombs.

**Finance Committee:**

(DOC 19 72)      September 2019 Business Manager's Report  
(DOC 19 73)      September 2019 Treasurer's Report/Check Register & Debit Report  
The above two documents were reviewed and accepted; motion passed. – Motion by Hudson.  
(DOC 19 74)      October 2019 Business Manager's Report  
(DOC 19 75)      October 2019 Treasurer's Report/Check Register & Debit Report  
The above two documents were reviewed and accepted; motion passed. – Motion by Moolin.

**The Finance Committee has audited and certified the claims presented on DOC 19 73 & 19 75.**

**Next Meeting:** The next public meeting will be on December 11, 2019, at 5:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 6:47 PM. Submitted by: Diana Leigh, Administrative Assistant

Approved \_\_\_\_\_  
*Date of approval* *Steve Moolin, Secretary*

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