

FLLS Board of Trustees Meeting Minutes

Wednesday, March 18, 2020 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT FLLS Trustees (attended through Zoom): Moolin, Heavenrich, Toombs, Zaharis, Mannino, Seymour, Lewis, Bogard.
Absent: Schaffer, Marteney, Hudson.
FLLS Staff Present: Executive Director Sarah Glogowski, Administrative Assistant Diana Leigh, State Programs Coordinator Kristi Downham.

PRESIDING President Moolin called the meeting to order at 5:32 PM.

(DOC 20 14) AGENDA: No conflicts of interest were reported by any Trustees present. Two agenda items were unanimously approved to be added (New items A and B; see below). – Motion by Mannino.

(DOC 20 15) The minutes from the Feb. 19, 2020 meeting were accepted as presented, with two abstentions (Lewis, Seymour). – Motion by Bogard.

(DOC 20 16) The Director’s Report was discussed.

Finance Committee:

(DOC 20 17) February 2020 Business Manager’s Report

(DOC 20 18) February 2020 Treasurer’s Report/Check Register & Debit Report

The above two documents were reviewed and accepted; motion passed. – Motion by Lewis.

The Finance Committee has audited and certified the claims presented on DOC 20 18.

New Business:

(DOC 20 17) Kristi Downham discussed the FLLS Annual Report for 2019, which was unanimously accepted as presented. – Motion by Heavenrich.

..... > COVID-19 Response: Sarah gave an update on the current status of this rapidly evolving pandemic. As of tonight FLLS’s offices are closed until further notice, with staff working from home. All member libraries are also closed.

..... > Sarah gave an update on the UAW contract, which was agreed upon and signed for three years.

New item A > The Board unanimously approved a motion to allow a temporary waiver of the requirement for two signatures on checks for non-discretionary payments over \$10,000, effective immediately and lasting until FLLS reopens. – Motion by Toombs.

New item B > The Board unanimously approved the following directive for member libraries: Because the novel coronavirus, COVID-19, has been recognized by OSHA as a known risk, all libraries in the system are to be closed and have no contact, including materials, with the public for any reason, as per State and OSHA regulations. No services to patrons, other than online and/or telephone, are to be offered, and there are to be no volunteers, for the duration of the closure. – Motion by Mannino.

Old Business:

..... > Sarah gave an update on Member Libraries.

..... > Sarah, Kristi, and Steve attended Advocacy Day and gave an informal report.

..... > The 2020 Census was discussed.

Next Meeting: The next public meeting will be on April 15, 2020, at 5:30 pm.

ADJOURNMENT: The meeting was adjourned at 6:48 PM. Submitted by: Diana Leigh, Administrative Assistant

Approved _____
Date of approval

Sue Heavenrich, Secretary

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