

FLLS Board of Trustees Meeting Minutes

Wednesday, April 15, 2020 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT FLLS Trustees (attended through Zoom): Moolin, Heavenrich, Toombs, Zaharis, Mannino, Seymour, Lewis, Bogard, Marteney.

Absent: Schaffer, Hudson.

FLLS Staff Present: Executive Director Sarah Glogowski, Human Resources Administrator Kristi Downham.

Attended through Zoom: Administrative Assistant Diana Leigh.

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

(DOC 20 20) AGENDA: No conflicts of interest were reported by any Trustees present.

(DOC 20 21) The minutes from the March 18, 2020 meeting were accepted as presented. – Motion by Bogard.

(DOC 20 22) The Director’s Report was discussed.

Finance Committee:

(DOC 20 23) March 2020 Business Manager’s Report

(DOC 20 24) March 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 24.

Personnel Committee:

(DOC 20 25) Communicable Disease Policy

(DOC 20 26) Infectious Disease Control Policy

(DOC 20 27) Emergency Closing Policy - Kristi Downham recommended a wording change throughout this document, from “team member” to “employee.”

(DOC 20 28) Pandemic Control Plan Policy – Discussion resulting in some minor wording changes for clarification.

The Board unanimously approved the above four policies, with wording changes as noted. – Motion by Zaharis.

New Business:

..... > Sarah discussed the New York State Budget passed on April 3rd.

..... > The PPP (Payment Protection Plan) offered by the government was discussed.

Old Business:

..... > COVID-19 Response: Sarah gave an update on the current status of the pandemic.

(DOC 20 29) Census 2020 update: Marty Toombs led a discussion about the Census.

(DOC 20 30) Roof Project Restart: Although FLLS is not an “essential business” as designated by NYS, the partially completed roof repairs need to be completed, at least to the degree that damage will not occur. Therefore the Board unanimously approved the following statement: “Contingent upon eligibility as determined by the Empire State Development Corporation, the Board of the Finger Lakes Library System has determined that resuming roof construction to cover the currently exposed Ice & Water Shield on the east and west facing portions of the 'new wing' is connected to ensuring the health and safety of building occupants and therefore an essential project.” – Motion by Lewis.

Next Meeting: The next public meeting will be on May 20, 2020, at 5:30 pm.

ADJOURNMENT: The meeting was adjourned at 6:55 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.