

FLLS Board of Trustees Meeting Minutes

Wednesday, April 21, 2021 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT

FLLS Trustees (attended through Zoom): Moolin, Heavenrich, Toombs, Buerkle, Schaffer, Mannino, Hudson, van der Schaaf, Lewis, Bogard.

Absent: Meyers.

FLLS Staff Present: Executive Director Sarah Glogowski.

Attended through Zoom: State Programs Coordinator Kristi Downham, Business Manager James Stebbins, Administrative Assistant Diana Leigh. Others Present: Mary-Carol Lindbloom of SCRLC.

PRESIDING

President Moolin called the meeting to order at 5:30 PM.

(DOC 21 21) AGENDA: No conflicts of interest were reported by any Trustees present.

(DOC 21 22) The minutes from the March 17, 2021 meeting were accepted as presented. – Motion by Lewis.

(DOC 21 23) The Director’s Report was discussed.

New Business:

..... > Mary-Carol Lindbloom spoke of SCRLC’s progress preparing to rent space in FLLS’ building.

(DOC 21 24) The FLLS Annual Report was unanimously accepted as presented. – Motion by Lewis.

(DOC 21 25) Nora Burrows’ resignation letter was unanimously accepted. – Motion by Heavenrich

..... > The lease for SCLRC was tabled until a future meeting.

..... > Kristi gave an update on Construction Grants.

..... > Sarah gave an update on member libraries.

Finance Committee:

(DOC 21 26) March 2021 Business Manager’s Report

(DOC 21 27) March 2021 Treasurer’s Report/Check Register & Debit Report

The above two documents were reviewed and accepted as presented. – Motion by Mannino.

The Finance Committee has audited and certified the claims presented on DOC 21 27.

(DOC 21 28) The Finance Committee recommended that FLLS create Reserve Funds in the following categories: Mortgage Payment, Vehicle Replacement, Equipment Replacement/Building Maintenance, and Operating Expenses. Unanimously approved as presented. – Motion by Heavenrich

6:35 pm Executive Session to discuss raises. – Motion by Toombs.

6:50 pm President Moolin called an end to the Executive Session.

The Finance Committee proposed that FLLS make adjustments to certain staff members’ base salaries, plus a 3% increase for all non-union staff; retroactive to January 1, 2021; plus a performance bonus to a specific staff member. Unanimously approved. – Motion by Hudson.

Next Meeting: The next public meeting will be May 19, 2021.

ADJOURNMENT: The meeting was adjourned at 6:54 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.