

# FLLS Board of Trustees Meeting Minutes

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**January 17, 2018**

Wednesday, January 17, 2018 at System Headquarters 1300 Dryden Road, Ithaca, NY.

**PRESENT**      FLLS Trustees Present: Eller, Toombs, Lewis, Seymour, Schaffer, Horvath, Marteney, Melvin, Zaharis.    Absent: Kiehl, Hudson.  
FLLS Staff Present: Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh.

**PRESIDING**      President Lewis called the meeting to order at 5:31 PM.

(DOC 18 01)      AGENDA: No conflicts of interest were found for any Trustees present.

(DOC 18 02)      The minutes from the Dec. 6, 2017 meeting were accepted as presented. – Motion by Toombs.

(DOC 18 03)      The Director’s Report was discussed.

**New Business:**

1. Committee Assignments were discussed and a sign-up sheet was passed around. Absent Trustees will be asked over email.
2. Conflict of Interest forms were given to all Trustees for signatures.
3. The Annual Meeting was discussed; ways to get more Member Library Trustees involved.
4. Nametags will be ordered for all trustees to wear at events, meetings with legislators, and anytime they would be representing FLLS.

**Policy Committee:**

(DOC 18 04)      The Gift and Donation Policy was discussed and approved as presented with one editorial word change as discussed. – Motion by Toombs.

(DOC 18 05)      The Vehicle Use Policy was discussed and approved as presented. – Motion by Eller.

(DOC 18 06)      The Conflict of Interest/Related Parties Policy was discussed and approved as presented. – Motion by Zaharis.

(DOC 18 07)      The Committee Responsibilities Policy Policy was discussed and approved as presented. – Motion by Seymour.

(DOC 18 08)      The Bylaws amendment proposal was discussed, and tabled until next meeting.

(DOC 18 09)      The Policy Committee Minutes were viewed.

**Finance Committee:**

(DOC 18 10)      The Preliminary 2018 Budget was discussed and unanimously approved. – Motion by Seymour.

(DOC 18 11)      December 2017 Business Manager’s Report

(DOC 18 12)      December 2017 Treasurer’s Report/Check Register & Debit Report

Documents 18-11 & 18-12 were reviewed and accepted; motion passed. – Motion by Toombs.

**The Finance Committee has audited and certified the claims presented on DOC 18 12.**

**Next Meeting:** The next public meeting will be on February 21, 2018, at 5:30 pm.

**ADJOURNMENT**      The meeting was adjourned at 6:36 PM.

# FLLS Board of Trustees Meeting Minutes

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Submitted by: Barbara Melvin, Secretary

Approved \_\_\_\_\_

*Date of approval*

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*Barbara Melvin, Secretary*

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