

# FLLS Board of Trustees Meeting Minutes

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**November 16, 2016**

Wednesday, Nov. 16, 2016 at System Headquarters 1300 Dryden Road, Ithaca, NY.

## **PRESENT**

FLLS Trustees Present: Eller, Kiehl, Ahner, Melvin, Horvath, Seymour, Toombs.

Absent: Schaffer, Zaharis, Hudson.

FLLS Staff Present: Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh

Others Present: None.

## **PRESIDING**

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

(DOC 16 79)

AGENDA: The meeting agenda was determined to contain no conflicts of interest for any Trustees present.

(DOC 16 80)

The minutes from the Sept. 2016 meeting were accepted as presented. – Motion by Kiehl.

(DOC 16 81)

The Director's Report was discussed.

## **New Business:**

1. The setting of 2017 meeting dates was briefly discussed; proposed dates will be emailed to all Trustees. All present agreed that during the months of Dec., Jan., Feb., and Mar., the meetings will be scheduled for 4:00 to 5:30 pm.
  2. The Nominating committee will prepare the 2017 Slate of Officers.
- (DOC 16 82) Role of the Public Library Treasurer. This update to the Trustee Handbook was discussed.

## **COMMITTEE REPORTS**

### **Finance Committee:**

(DOC 16 83), (DOC 16 84), (DOC 16 85): September 2016 Treasurer's Reports, Business Manager's Reports, Check Register & Debit Report

(DOC 16 86), (DOC 16 87), (DOC 16 88): October 2016 Treasurer's Reports, Business Manager's Reports, Check Register & Debit Report

The above six documents were reviewed and unanimously accepted as presented. – Motion by Toombs

**The Finance Committee has audited and certified the claims presented on DOC 16 85 and DOC 16 88.**

### **Personnel Committee:**

(DOC 16 89) The new job description for Business Manager, currently held by James Stebbins, was reviewed and unanimously approved. – Motion by Melvin

**Next Meeting:** The next public meeting will be on December 7, 2016, at 4:00 pm.

## **ADJOURNMENT**

The meeting was adjourned at 6:45 PM.

Submitted by: Diana Leigh, Recording 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.