

FLLS Board of Trustees Meeting Minutes

April 20, 2016

The meeting of Finger Lakes Library System Board of Trustees was held
Wednesday, April 20, 2016 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT FLLS Trustees Present: Eller, Melvin, Witherell, Schaffer, Ahner, Horvath, Seymour, Zaharis, Hudson.

Absent: Kiehl.

FLLS Staff Present: Executive Director Sarah Glogowski , Business Manager Elaine Knapp, Administrative Assistant Diana Leigh

PRESIDING President Eller called the meeting to order at 5:28 PM.

(DOC 16 25) AGENDA: The meeting agenda was determined to contain no conflicts of interest for any Trustees present, and was accepted; motion passed. – Motion by Melvin

(DOC 16 26) Secretary's Minutes

The minutes from the last meeting were reviewed approved; motion passed. – Motion by Ahner

(DOC 16 27) The Director's Report was discussed and accepted.

COMMITTEE REPORTS

Finance Committee:

(DOC 16 29) Treasurer's Reports

(DOC 16 30) Business Manager's Reports

(DOC 16 31) Check Register & Debit Report

The above three documents were reviewed and accepted; motion passed. – Motion by Zaharis

The Finance Committee audited and certified the claims presented on DOC 16 31.

(DOC 16 32) Authorization to Borrow was reviewed and approved; motion passed. – Motion by Witherell.

(DOC 16 33) Claims Audit Resolution was reviewed and approved; motion passed. – Motion by Witherell.

(DOC 16 34) EFT Policy was reviewed and approved; motion passed. – Motion by Melvin.

(DOC 16 35) Hosted Credit Card Policy was reviewed and approved; motion passed. – Motion by Seymour.

(DOC 16 36) Investment of Endowment Resolution was reviewed and approved; motion passed, with change as discussed. – Motion by Zaharis.

(DOC 16 37) Investment Policy was reviewed and approved; motion passed. – Motion by Hudson.

(DOC 16 38) Use of Equipment Reserve Fund was reviewed and approved; motion passed.
– Motion by Melvin.

(DOC 16 39) Credit Card Policy was reviewed and approved; motion passed. – Motion by Ahner.

(DOC 16 40) Use of System Credit Card, a staff procedural policy, was discussed.

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New Business:

(DOC 16 28) President Eller’s list of Proposed Board Goals was discussed and accepted; motion passed.
– Motion by Schaffer

Board Development was discussed.

Committee meetings: The following committees met for 10 minutes each: Personnel, Plan of Service, Nominating, Finance, and Policy, to

1. Review the duties of the committee and prioritize.
2. Choose a chair.
3. Rough out the schedule of meetings for the committee.

Next Meeting: The next public meeting will be on May 18th, 2016, at 5:30 pm.

ADJOURNMENT The meeting was adjourned at 7:00 PM.

Submitted by: Diana Leigh, Recording Secretary

Approved _____
Date of approval

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.