

FLLS Board of Trustees Meeting Minutes

June 29, 2016

The meeting of Finger Lakes Library System Board of Trustees was held
Wednesday, June 29, 2016 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT

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

Absent: Kiehl, Ahner

FLLS Staff Present: Executive Director Sarah Glogowski , Human Resources Administrator Kristi Downham, Business Manager Elaine Knapp

Others Present: Chris Mott and Katie Fisher from Sciarabba Walker, CPA; Sally Hoyt from Tompkins Insurance; and Sharon Campanella, FLLS treasurer.

PRESIDING

President Eller called the meeting to order at 5:38 PM.

(DOC 16 48) AGENDA: The meeting agenda was determined to contain no conflicts of interest for any Trustees present, and was approved unanimously.

(DOC 16 49) Secretary's Minutes

The minutes from the last meeting were reviewed and approved as presented. (Hudson)

(DOC 16 50) The Director's Report was discussed and accepted.

New Business:

(DOC 16 51) Katie Fisher, CPA, described the requirements and methods used by our auditors, reviewed their recommendations, and reviewed the statement of Financial Position. It was approved. (Hudson)

(DOC 16 52) Chris Mott explained the 2015 tax return 990 for Exempt Organizations. It was approved. (Melvin)
Sally Hoyt from Tompkins Insurance explained in detail provisions of Directors and Officers insurance. She and Elaine Knapp detailed the reasons behind the recent change of vendor. Method for conducting our director's annual review was discussed, and a sample evaluation form was distributed.

COMMITTEE REPORTS

Finance Committee:

(DOC 16 53) Elaine reviewed the June budget revisions previously circulated. The Business Manager's report,
(DOC 16 54) Treasurer's report, and check register/debit report were also inspected; all 4 documents were
(DOC 16 55) accepted as presented. (Seymour)
(DOC 16 56)

The Finance Committee has audited and certified the claims presented on DOC 16 56.

Policy Committee:

(DOC 16 57) Social Media Policy was discussed, including revisions suggested at the previous meeting. The policy was approved as recommended by the committee. (Horvath)

Next Meeting: The next public meeting will be on August 24th, 2016, at 5:30 pm.

ADJOURNMENT

The meeting was adjourned at 8:15 PM.

Submitted by: Barbara Melvin, 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.