

FLLS Board of Trustees Meeting Minutes

September 21, 2016

The meeting of Finger Lakes Library System Board of Trustees was held
Wednesday, Sept. 21, 2016 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT FLLS Trustees Present: Eller, Kiehl, Schaffer, Ahner, Zaharis, Melvin, Horvath, Seymour, Hudson.
Absent: None.
FLLS Staff Present: Executive Director Sarah Glogowski, State Programs Coordinator Kristi Downham, Administrative Assistant Diana Leigh
Others Present: Martin Toombs, Trustee from Seneca Falls Library

PRESIDING President Eller called the meeting to order at 5:32 PM.
(DOC 16 65) AGENDA: The meeting agenda was determined to contain one conflict of interest for Trustees Eller and Seymour (Construction Grants).
(DOC 16 59) The minutes from the June meeting were accepted as presented. – Motion by Zaharis
(DOC 16 66) The minutes from the August meeting were accepted as presented. – Motion by Ahner
(DOC 16 67) The Director’s Report was discussed. There was discussion of the search for a new Business Manager.

New Business:

(DOC 16 68) Construction Grant Applications were reviewed and approved as presented. Eller and Seymour excused themselves from the room during the discussion and abstained from the vote. – Motion by Kiehl
(DOC 16 69) The 2017-2021 Plan of Service was reviewed and unanimously approved. – Motion by Melvin
(DOC 16 70) The Adult Literacy Grant was reviewed and unanimously approved. – Motion by Schaffer
(DOC 16 71) The Family Literacy Grant was reviewed and unanimously approved. – Motion by Horvath
(DOC 16 72) Merrilee Witherell’s resignation from the Board of Trustees was unanimously accepted. – Motion by Ahner
Martin Toombs was unanimously appointed to the Board of Trustees to complete the year’s term, filling a Seneca County vacancy. – Motion by Hudson
Deborah J. Lewis, a Cayuga County Trustee candidate, was discussed. Both Toombs and Lewis will be on the ballot to be voted on at the Annual Meeting.

COMMITTEE REPORTS

Finance Committee:

(DOC 16 62), (DOC 16 63), (DOC 16 64): Previous month’s Treasurer’s Reports, Business Manager’s Reports, Check Register & Debit Report

(DOC 16 73), (DOC 16 74), (DOC 16 75): Current Treasurer’s Reports, Business Manager’s Reports, Check Register & Debit Report

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

The Finance Committee has audited and certified the claims presented on DOC 16 64 and DOC 16 75.

Personnel Committee:

7:06 pm Executive Session to discuss personnel matters

7:35 pm President Eller called an end to the Executive Session

(DOC 16 76) Sarah Glogowski’s review and salary increase, retroactive to July 6, 2016, were approved with one abstention (Schaffer). – Motion by Kiehl

Continued

FLLS Board of Trustees Meeting Minutes

Page 2

(DOC 16 77) The new job description for Continuing Education and Outreach Librarian, to be held by Jenny Shonk (nee Clark), was reviewed and unanimously approved. – Motion by Seymour

(DOC 16 78) The new job description for Member Services Librarian, currently held by Amanda Schiavulli, was reviewed and unanimously approved. – Motion by Toombs

Next Meeting: The next public meeting will be on October 14, 2016, at 9:00 am (Annual Meeting).

ADJOURNMENT The meeting was adjourned at 7:45 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.