

## FLLS Board of Trustees Meeting Minutes

**May 16, 2018**

Wednesday, May 16, 2018 at System Headquarters 1300 Dryden Road, Ithaca, NY.

**PRESENT**      **FLLS Trustees Present:** Toombs, Lewis, Horvath, Marteney, Melvin, Zaharis, Seymour, Schaffer, Eller, Hudson, Kiehl.

**Absent:** None

**FLLS Staff Present:** Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh, Human Resources Administrator Kristi Downham.

**PRESIDING**      President Lewis called the meeting to order at 5:30 PM.

(DOC 18 27)      **AGENDA:** No conflicts of interest were found for any Trustees present.

(DOC 18 28)      The minutes from the Apr. 11, 2018 meeting were accepted as presented, with one abstention (Kiehl). – Motion by Eller.

(DOC 18 29)      The Director's Report was discussed.

**New Business:**

- An update was given regarding the job search for a new Member Services Librarian.
- An update was given regarding Member Libraries; two are currently seeking new Directors.
- It was decided that due to scheduling conflicts, there will not be a Trustee meeting in August. President Lewis suggested that committees use the time to meet instead.
- The LPL Financial Authorization Update removes Amy Zuch and Elaine Knapp, and adds Sarah Glogowski and L. James Stebbins as Authorized Officers for the LPL Financial account. Unanimously approved. – Motion by Toombs
- The Annual Meeting was discussed. President Lewis will chair the Ad Hoc Committee.

**Personnel Committee:**

(DOC 18 30)      The Intellectual Property Policy, for the FLLS Personnel Handbook, was discussed and unanimously approved as presented. – Motion by Eller.

(DOC 18 31)      The NYS Paid Family Leave Policy, for the FLLS Personnel Handbook, was discussed and unanimously approved as presented. – Motion by Hudson

**Finance Committee:**

(DOC 18 32)      April 2018 Business Manager's Report

(DOC 18 33)      April 2018 Treasurer's Report/Check Register & Debit Report

Documents 18 32 and 18 33 were reviewed and accepted; motion passed. – Motion by Kiehl.

**The Finance Committee has audited and certified the claims presented on DOC 18 33.**

**Next Meeting:** The next public meeting will be on June 20, 2018, at 5:30 pm.

**ADJOURNMENT**      The meeting was adjourned at 7:00 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.