

FLLS Board of Trustees Meeting Minutes

April 17, 2019

Wednesday, April 17, 2019 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT

FLLS Trustees Present: Lewis, Toombs, Moolin, Kiehl, Schaffer, Schlabach.

Absent: Hudson, Zaharis, Marteney, Seymour, Heavenrich.

FLLS Staff Present: Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh, State Programs Coordinator Kristi Downham.

Others Present: None.

PRESIDING

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

(DOC 19 19)

AGENDA: No conflicts of interest were reported by any Trustees present.

(DOC 19 20)

The minutes from the Mar. 20, 2019 meeting were accepted as presented, with one abstention (Kiehl). – Motion by Toombs.

(DOC 19 21)

The Director's Report was discussed.

New Business:

(DOC 19 22)

An update to the 2019 Budget was presented and discussed. It was unanimously approved that all current, non-union staff will receive a 2% pay raise, retroactive to January 1, 2019.
– Motion by Moolin.

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Kristi Downham gave an update on Construction Grants, and requested that an ad-hoc committee be formed to consider grant applications. Deb Lewis, Marty Toombs, and Steve Moolin will make up the committee.

(DOC 19 23)

The Adult Literacy Grant was discussed.

(DOC 19 24)

The Family Literacy Grant was discussed.

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Sarah Glogowski gave an update on Member Libraries; Cortland's Director search is going well. Also, the Board would like to thank Sarah for her work on the many upcoming referendums.

Personnel Committee:

(DOC 19 25)

Collections Associate updated job description

(DOC 19 26)

Interlibrary Loan Assistant updated job description

(DOC 19 27)

Page (1) updated job description

(DOC 19 28)

Page (2) updated job description

The above four documents were reviewed and unanimously approved. – Motion by Moolin.

Finance Committee:

(DOC 19 29)

Mar. 2019 Business Manager's Report

(DOC 19 30)

Mar. 2019 Treasurer's Report/Check Register & Debit Report

The above two documents were reviewed and accepted; motion passed. – Motion by Moolin.

The Finance Committee has audited and certified the claims presented on DOC 19 30.

Next Meeting: The next public meeting will be on May 15, 2019, at 5:30 pm.

ADJOURNMENT

The meeting was adjourned at 6:42 PM.

Submitted by: Diana Leigh, Administrative Assistant

Approved _____

Date of approval

Steve Moolin, 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.