



BOARD OF TRUSTEES MEETING

May 23, 2012

MINUTES

The meeting of Finger Lakes Library System Board of Trustees was held Wednesday, May 23, 2012 at System Headquarters 119 E Green Street, Ithaca, NY

PRESENT FLLS Trustees Present: Griffin, Rumsey, Baker-Wikstrom, Ahner, Ouimett, Mashlykin, Eller, Miller  
Absent: vanBaarsan, Jones

Others Present: Executive Director Iraci, Business Manager Knapp, and Linda Beins  
PRESIDING President Griffin called the meeting to order at 5:32 PM.

AGENDA

(DOC 12 38)

The agenda was unanimously approved as presented.

--Motion by Baker-Wikstrom /Second by Rumsey

SECRETARY'S MINUTES

(DOC 12 39)

The Secretary's Minutes of the April 25, 2012, meeting were unanimously approved as presented.

--Motion by Eller/Second by Baker-Wikstrom

DIRECTOR'S REPORT

(DOC 12 40)

Director Iraci added the following to her written report:

Director Iraci met with members of the Board and staff of the Groton Public Library to discuss the Plan of Service process and will also be meeting with the Waverly Free Library. Postcards detailing the July 25 and July 26 workshops on Building Your Library Base and Property Tax Cap Primer have been mailed to member library trustees and directors. We hope to have full attendance at the workshops. The Department of Library Development is hosting a webinar on June 7 concerning the 2012 NYS Public Library Construction Grant process. Board members planning to serve on the Construction Grant Review Committee should view the webinar if possible.

COMMITTEE REPORTS

FINANCE COMMITTEE

\* Business Manager's Report, Treasurer's Report, Check Register

(DOC 12 41)

The Business Manager's Reports for April 2012 (DOC 12 41)

(DOC 12 42)

Treasurer's Report for April 2012 (DOC 12 42)

(DOC 12 43)

Check register for May 1-10, 2012 (DOC 12 43)

(DOC 12 44)

Bill Sheet for unpaid May & June Invoices (DOC 12 44), were reviewed and unanimously approved as presented.

--Motion by Baker Wikstrom/Second by Rumsey

(DOC 12 45)

The Online Banking and Electronic Funds Transfer Policy (DOC 12 45) was reviewed and unanimously approved as presented.

--Motion by Eller/Second by Baker-Wikstrom

(DOC 12 46)

The Finger Lakes Library System Investment Policy (DOC 12 46) was reviewed and unanimously approved as presented.

--Motion by Ahner/Second by Miller

(DOC 12 47)

The Authorization for Payment of Bills resolution (DOC 12 47) was reviewed and unanimously approved after adding "to take cash discounts" to the second paragraph after "in order to avoid late charges".

--Motion by Ahner/Second by Rumsey

(DOC 12 48)

The LPL Authorization resolution (DOC 12 48) was reviewed and unanimously approved as presented.

--Motion by Baker-Wikstrom/Second by Rumsey

\*\* A resolution to appoint Ellen Baker-Wikstrom, Finance Committee Chairperson, as Board Auditor was discussed and unanimously approved. The other members of the Finance Committee will be her backup in the event she is unable to attend a meeting.  
--Motion by Baker-Wikstrom/Second by Eller

(DOC 12 49)

The Board of Trustees moved to approve the submission of the 2012-2013 NYS SARBIT application acknowledging the unrealistic expectation NYS would "ever" fund the full amount in Education-Law.  
--Motion by Ahner/Second by Baker-Wikstrom

#### **SYSTEM SERVICES COMMITTEE**

The Board of Trustees approved the following budget recommendations for 2012:

- \$10,000 reduction in database expenses.
- Combining the Adult and Youth Services Coordinator duties.
- Eliminating the process of having an FLS employee pulling TCPL holds effective December 31, 2012.

--Motion by Eller/Second by Ouimett

#### **7:32 Executive Session to discuss confidential personnel matters.**

--Motion by Ahner/ Second by Mashlykin

#### **8:12 End Executive Session**

--Motion by Ahner/Second by Eller

#### **PERSONNEL COMMITTEE**

(DOC 12 50)

The Board of Trustees reviewed and unanimously approved the job description and starting annual salary range for the Adult and Youth Services Coordinator (DOC 12 50).  
--Motion by Ahner/Second by Rumsey

(DOC 12 51)

The Board of Trustees reviewed and unanimously approved the job description, starting annual salary range, and posting for the position of the Advocacy, Outreach & Sustainability Coordinator (DOC 12 51).  
--Motion by Ahner/Second by Rumsey

#### **NEW BUSINESS**

The Board of Trustees discussed forming a Public Library Construction Grant Review Committee.

#### **ADJOURNMENT**

The meeting was adjourned at 8:15 PM  
--Motion by Ahner

Respectfully submitted,

Elaine Knapp, Business Manager  
Deborah Jones, Secretary

\*Business Reports – President Griffin recorded minutes during this section as Business Manager Knapp was presenting the agenda items.

\*\*Board Auditor – President Griffin recorded minutes during this section as Business Manager Knapp was presenting the agenda item.