

# FLLS Board of Trustees Meeting Minutes

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December 11, 2013

The meeting of Finger Lakes Library System Board of Trustees was held Wednesday, December 11, 2013 at System Headquarters 119 E Green Street, Ithaca, NY

PRESENT FLLS Trustees Present: Baker-Wikstrom, Ouimett, Mashlykin, Eller, Jones, Kiehl

Absent: Griffin, Ahner, Miller

Others Present: Business Manager Knapp and Executive Assistant Taber

PRESIDING Vice-President Baker-Wikstrom called the meeting to order at 5:30 PM.

(DOC 13 69)

## AGENDA

The agenda was unanimously approved after tabling discussion of the Assistant Director Position.

--Motion by Jones

## COMMITTEE REPORTS

### **FINANCE COMMITTEE**

(DOC 13 72-73) Business Manager's Reports for September 2013 (DOC 13 72) and October 2013 (DOC 13 73)

(DOC 13 74-75) Treasurer's Reports for September 2013 (DOC 13 74) and October 2013 (DOC 13 75)

(DOC 13 76) Check & Debit Charge Register

were reviewed and unanimously approved as presented.

--Motion by Jones

**The Finance Committee audited and certified the claims presented on DOC 13 76**

(DOC 13 77) Preliminary 2014 Budget

After review the Board of Trustees unanimously voted to adopt the Preliminary 2014 Budget.

--Motion by Jones

### **PERSONNEL COMMITTEE**

(DOC 13 78) Business Manager Position

The Board of Trustees unanimously approved, with regret, the updated Business Manager Job Description, including reducing the hours worked to 25 per week.

--Motion by Jones

Probation of Executive Director Amy Starr Zuch

The Board of Trustees unanimously approved ending the employment probation period for Director Zuch.

--Motion by Jones

(DOC 13 79) Appointment of Andrea Heilig

The Board of Trustees unanimously approved appointing Andrea Heilig as the new Technology Training Coordinator.

--Motion by Jones

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## **2014 COL Increases**

The Board of Trustees unanimously approved a 2% COL raise for FLLS employees effective January 1, 2014.

--Motion by Eller

## **NEW BUSINESS**

(DOC 13 81) Lodi Whittier Library Variance Request  
was reviewed and approved for submission as presented.  
--Motion by Jones

(DOC 13 82) Seneca Falls Library Variance Request  
was reviewed and approved for submission as presented.  
--Motion by Ouimett (Trustee Jones abstained)

(DOC 13 83) Tompkins County Public Library Variance Request  
was reviewed and approved for submission as presented.  
--Motion by Eller

## **Board of Trustees Meeting Time**

Was tabled until new trustees join the board.

(DOC 13 84) **2014 Board of Trustees Meeting Schedule**  
was reviewed and unanimously approved as presented.  
--Motion by Jones

(DOC 12 105) **2014 Committee Assignments**  
Finance: Ellen Baker-Wikstrom, Sally Eller  
Personnel: Sue Ahner, Sally Eller, Deb Jones  
System Services: Amoret Ouimett, Mary Jo Mashlykin  
--Motion by Jones

## **ADJOURNMENT**

The meeting was adjourned at 6:38 PM

--Motion by Jones

Respectfully submitted,  
Michelle Taber, Recording Secretary  
Christine Griffin, Secretary