

**DRAFT**

# FLLS Board of Trustees Meeting Minutes

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**Wednesday, November 16, 2022 at System Headquarters 1300 Dryden Road, Ithaca, NY.**

**PRESENT**

FLLS Trustees: Toombs, Mannino, Schaffer, Heavenrich, Meyers, Thomas.

Attended via Zoom: Bogard.

Absent: Hudson.

FLLS Staff Present: Executive Director Sarah Glogowski, Business Manager James Stebbins, Administrative Assistant Diana Leigh.

**PRESIDING**

President Toombs called the meeting to order at 5:34 PM.

(DOC 22 69) AGENDA: Approved, with no conflict of interest reported by any Trustee present. – Motion by Myers.

(DOC 22 70) Minutes from the September 21, 2022 meeting were accepted as presented. – Motion by Heavenrich.

(DOC 22 71) The Director’s Report was discussed.

**New Business:**

(DOC 22 72) The Draft FLLS Code of Conduct for Programs was unanimously approved, with a minor wording clarification as discussed. – Motion by Mannino.

(DOC 22 73) The Proposed Member Library Collections Grants were unanimously approved, with a minor wording clarification as discussed. – Motion by Myers.

(DOC 22 74) The Proposed Employee Recognition one-time payments were unanimously approved in the amount of \$1500 each. – Motion by Mannino.

..... > Sarah led a discussion on the Annual Meeting.

..... > Sarah gave an update on Member Libraries.

**Finance Committee:**

(DOC 22 75) September 2022 Business Manager’s Report

(DOC 22 76) September 2022 Treasurer’s Report/Check Register & Debit Report

(DOC 22 77) October 2022 Business Manager’s Report

(DOC 22 78) October 2022 Treasurer’s Report/Check Register & Debit Report

The above four documents were reviewed and accepted as presented. – Motion by Myers.

**Next Meeting:** The next public meeting of the Trustees will be December 14, 2022.

**ADJOURNMENT:** The meeting was adjourned at 6:48 PM. Submitted by: Diana Leigh, Administrative Assistant

Approved \_\_\_\_\_  
Date of approval

\_\_\_\_\_  
Sue Heavenrich, Secretary

*A signed copy of these minutes can be found in the Secretary’s Notebook at: FLLS, 1300 Dryden Road, Ithaca, NY 14850.*