

# FLLS Board of Trustees Meeting Minutes

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**Wednesday, August 17, 2022 at System Headquarters 1300 Dryden Road, Ithaca, NY.**

**PRESENT**

FLLS Trustees (Attended through Zoom): Toombs, Heavenrich, Mannino, Schaffer, Hudson, Thomas.

Absent: Meyers, Hyde, Bogard.

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

**PRESIDING**

President Toombs called the meeting to order at 5:35 PM.

(DOC 22 48) AGENDA: No conflicts of interest were reported by any Trustees present.

(DOC 22 49) The minutes from the June 15, 2022 meeting were accepted as presented. – Motion by Heavenrich.

(DOC 22 50) The Director’s Report was discussed.

**New Business:**

(DOC 22 51) The Check Signer Resolution update was discussed and unanimously approved. – Motion by Mannino.

(DOC 22 52) The ILL Assistant Job Description was discussed and unanimously approved. – Motion by Heavenrich.

(DOC 22 53) The Shelving Page Job Description was discussed and unanimously approved. – Motion by Mannino.

(DOC 22 54) Arlene Krebs’ job change was discussed and unanimously approved. – Motion by Mannino.

(DOC 22 55) Christina Wildridge’s resignation letter was accepted unanimously. – Motion by Mannino.

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

**Finance Committee:**

(DOC 22 56) June 2022 Business Manager’s Report

(DOC 22 57) June 2022 Treasurer’s Report & Check Register

(DOC 22 58) July 2022 Business Manager’s Report

(DOC 22 59) July 2022 Treasurer’s Report & Check Register

The above four documents were reviewed and accepted; motion passed. – Motion by Hudson.

**The Finance Committee has audited and certified the claims presented on DOCS 22 57 and 22 59.**

**Next Meeting:** The next public meeting will be on September 21, 2022, at 5:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 6:18 PM. Submitted by: Diana Leigh, Administrative Assistant

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

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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.*