

DRAFT

FLLS Board of Trustees Meeting Minutes

Wednesday, November 15, 2023 at System Headquarters 1300 Dryden Road, Ithaca, NY.

PRESENT

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

Absent: Heavenrich, Hudson.

FLLS Staff Present: Executive Director Sarah Glogowski, Administrative Assistant Diana Leigh.

PRESIDING

President Toombs called the meeting to order at 3:01 PM.

(DOC 23 64)

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

(DOC 23 65)

The minutes from the Sept. 27, 2023 meeting were accepted as presented. – Motion by Meyers.

(DOC 23 66)

The Director’s Report was discussed.

New Business:

(DOC 23 67)

The Collection Grants for member libraries were discussed. It was agreed that excess monies in the fund will be evenly divided between those libraries who have said they would like to receive funds. Unanimously approved. – Motion by Mannino.

..... Sarah led a review of the Annual Meeting.

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

Nominating Committee:

(DOC 23 68)

The two new Trustee-Elects, Kathryn (Kasia) Maroney and Priscilla Berggren-Thomas, were unanimously appointed to fill vacancies for the remainder of 2023. – Motion by Mannino.

Personnel Committee:

3:23 pm

Executive Session to discuss the employment of a staff person. – Motion by Mannino.

4:19 pm

President Toombs called an end to the Executive Session.

- a) The Personnel Committee proposed that James Stebbins’ employment be terminated immediately, with the option to resign instead; in either case with the following severance package: accrued compensatory, sick, and vacation hours totaling 439 hours, along with full benefits to include health insurance, AFLAC, and NYS retirement. – Motion by Mannino.
- b) Additionally, proposed that Mr. Stebbins’ health insurance would be fully paid by FLLS up to a year (until Nov. 1, 2024) unless Mr. Stebbins gets another job with health insurance prior to that date, at which point FLLS will cease paying his health insurance. – Motion by Mannino.

Additional New Business:

(DOC 23 69)

Sarah went over the updated Business Manager Job Description. Approved unanimously. – Motion by Meyers.

(DOC 23 70)

The updated Tompkins Trust Bank Access Resolution was unanimously approved. – Motion by Mannino.

(DOC 23 71)

The updated Investment Account Resolution was unanimously approved. – Motion by Meyers.

(DOC 23 72)

The Updated ADP Access Resolution was unanimously approved. – Motion by Bogard.

Next Meeting: The next public meeting will be on December 13, 2023, at 3:00 pm.

ADJOURNMENT: The meeting was adjourned at 4:42 PM. Submitted by: Diana Leigh, Administrative Assistant

Approved _____
Date of approval

Sue Heavenrich, Secretary