

# FLLS Board of Trustees Meeting Minutes

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**Wednesday, September 27, 2023 at System Headquarters 1300 Dryden Road, Ithaca, NY.**

**PRESENT**

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

Absent: Heavenrich, Bogard.

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

Others Present (via Zoom): Debbie Hayden of Port, Kashdin & McSherry, CPAs.

**PRESIDING**

President Toombs called the meeting to order at 3:07 PM.

(DOC 23 51)

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

(DOC 23 52)

The minutes from the July 19, 2023 meeting were accepted as presented. – Motion by Mannino.

(DOC 23 53)

The Director’s Report was discussed.

**New Business:**

(DOC 23 54)

Debbie Hayden went over the FLLS 2022 Draft Audit. Unanimously approved. – Motion by Mannino.

(DOC 23 55)

James Stebbins went over FLLS’ 2022 Draft IRS 990. Unanimously approved. – Motion by Mannino.

(DOC 23 56)

Sarah discussed the applications for Member Libraries’ 2024 Construction Grants. Approved as presented. – Motion by Mannino.

(DOC 23 57)

Jaclyn Smith’s resignation was unanimously accepted. – Motion by Hudson.

(DOC 23 58)

Tanner Carlson’s hiring was unanimously approved. – Motion by Hudson.

(DOC 23 59)

The updated Check Signer Resolution was unanimously approved. – Motion by Mannino.

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The Annual Meeting, which will be Oct. 13, 2023, was discussed.

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The Nominating Committee gave an update.

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Sarah gave an update on Member Libraries.

**Finance Committee:**

(DOC 23 60)

July 2023 Business Manager’s Report

(DOC 23 61)

July 2023 Treasurer’s Report & Check Register

(DOC 23 62)

August 2023 Business Manager’s Report

(DOC 23 63)

August 2023 Treasurer’s Report & Check Register

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

**The Finance Committee has audited and certified the claims presented on DOCS 22 61 and 23 63.**

**Next Meeting:** The next public meeting will be on November 15, 2023, at 3:00 pm.

**ADJOURNMENT:** The meeting was adjourned at 4:34 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.*