

# FLLS Board of Trustees Meeting Minutes

Wednesday, May 15, 2024 at System Headquarters 1300 Dryden Road, Ithaca, NY.

**PRESENT**

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

Attended via zoom: Maroney.

Absent: Berggren-Thomas.

FLLS Staff Present: Executive Director Sarah Glogowski, Business Manager Carlos Perez, Education and Outreach Librarian Jenny Shonk, Administrative Assistant Diana Leigh.

**PRESIDING**

President Toombs called the meeting to order at 3:00 PM.

(DOC 24 29) AGENDA: No conflicts of interest were reported by any Trustees present.

(DOC 24 30) The minutes from the Mar. 20, 2024 meeting were accepted as presented. – Motion by Mannino.

(DOC 24 31) The Director’s Report was discussed.

**New Business:**

(DOC 24 32) The hiring of Aimee Dorward, Page, was approved. – Motion by Bogard.

(DOC 24 33) The hiring of Wayne Stephenson, Computer Network Services Manager, who will start July 1, 2024, was approved. – Motion by Mannino.

(DOC 24 34) Jenny Shonk went over the Evacuation Procedures; approved as presented. – Motion by Maroney.

(DOC 24 35) Jenny Shonk went over the Collection Management Policy; approved as presented. – Motion by Mannino.

..... It was proposed that the Business Manager be given the authority to pay vendors in the most efficient way possible, at his discretion. Unanimously approved. – Motion by Thomas.

..... Carlos proposed that FLLS’ Treasury Bond investment be rolled over for another 6 month term. Unanimously approved. – Motion by Meyers.

**Nominating Committee:**

..... Stevan Knapp, former president of the Ulysses Library Board of Trustees, has agreed to join the FLLS Board, starting in June. Cynthia will resign as At-Large and become a Tompkins County representative and Steven will be appointed to the At-Large position.

**Finance Committee:**

(DOC 24 36)

(DOC 24 37) The March and April 2024 Business Manager’s Reports were accepted. – Motion by Mannino.

**Personnel Committee:**

**4:00 pm** Executive session to discuss an employee’s insurance benefit. – Motion by Bogard.

**4:06 pm** President Toombs called an end to the Executive Session.

(DOC 24 38) One full-time employee has elected not to receive insurance from FLLS (they are covered under their spouse’s insurance). FLLS will pay \$500 per month for the year 2024, which will be back-dated to January 1<sup>st</sup>. This is a substantial savings for FLLS compared to the cost of the full health insurance benefit. Unanimously approved as presented. – Motion by Mannino.

**Next Meeting:** The next public meeting will be on June 12, 2024, at 3:00 pm.

**ADJOURNMENT:** The meeting was adjourned at 4:07 PM. Submitted by: Diana Leigh, Administrative Assistant

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

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Elaine Meyers, Secretary