

# FLLS Board of Trustees Meeting Minutes

**Wednesday, February 21, 2024 at System Headquarters 1300 Dryden Road, Ithaca, NY.**

**PRESENT**

FLLS Trustees: Toombs, Mannino, Bogard, Thomas, Meyers, Maroney, Berggren-Thomas.

Absent: Schaffer.

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 11)

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

(DOC 24 12)

The minutes from the Jan. 17, 2024 meeting were accepted as presented. – Motion by Meyers.

(DOC 24 13)

The Director’s Report was discussed.

**New Business:**

(DOC 24 14) The Final Budget for 2024 was approved as presented. – Motion by Mannino.

(DOC 24 15) & (DOC 24 20) The Candor and Spencer treasurer issues were discussed and approved as presented. – Motion by Mannino.

(DOC 24 16) Jenny Shonk went over the Workplace Violence documents and binders.

(DOC 24 77) Tanner Carlson’s resignation was unanimously accepted. – Motion by Bogard.

**Finance Committee:**

(DOC 24 18) The December 2023 Business Manager’s Report was reviewed and accepted. – Motion by Meyers.

**Personnel Committee:**

**4:13 pm** Executive session to discuss salary and severance adjustments. – Motion by Bogard.

**4:24 pm** President Toombs called an end to the Executive Session.

(DOC 24 19)

Exempt staff salaries (3 people) that were below the NYS minimum will be adjusted as follows: new salaries were established, retroactive to Dec. 31, 2023, which meet or exceed the new minimum wage. Unanimously approved as presented. – Motion by Meyers.

(DOC 24 21)

The benefit time that was being paid out to James Stebbins as part of his severance package had not accrued properly from July to November 15, 2023, and had to be adjusted. The corrected figures were unanimously approved. – Motion by Mannino.

**Next Meeting:** The next public meeting will be on March 20, 2024, at 3:00 pm.

**ADJOURNMENT:** The meeting was adjourned at 4:25 PM. Submitted by: Diana Leigh, Administrative Assistant

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

\_\_\_\_\_  
Elaine Meyers, Secretary