

ELWOOD PUBLIC LIBRARY DISTRICT
Elwood, New York
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 23, 2004
Elwood Public Library – 7:30 p.m.
AGENDA

I. Call to Order

II. Pledge of Allegiance

***III. Approval of Minutes**

Ask for a Motion to approve the minutes
Ask for a second
Ask for discussion
Vote

*** IV. Adoption of Agenda**

Ask for a Motion to approve the minutes
Ask for a second
Ask for discussion
Vote

***V. Financial Report**

Let the treasurer (or Mike in Sue's absence) briefly present the report

A. Approval of Warrants

Ask for a Motion to approve Schedule 2 in the amount of \$21,214.04
Ask for a second
Ask for discussion
Vote

Ask for a Motion to approve Schedule 3 in the amount of \$13.42
Ask for a second
Ask for discussion
Vote

Ask for a Motion to approve Schedule 4 in the amount of \$5,872.52
Ask for a second
Ask for discussion
Vote

Ask for a Motion to approve Schedule 5 in the amount of \$22,188.20
Ask for a second
Ask for discussion
Vote

B. Audit Presentation (A.Coster)

**Introduce Mr. Coster
Let him speak**

At the end, you should probably ask for a motion to accept the auditor's report.

**Ask for a second
Ask for discussion
Vote**

***VI. Personnel Report**

Mike will go over the report briefly

**Ask for a motion to accept the personnel report
Ask for a second
Ask for discussion
Vote**

VII. Statistical Summary

Mike will very briefly present the report, no action is necessary

VIII. Staff Reports

- A. Children's Services -- Mike**
- B. Adult Reference --Mike**
- C. Director -- Mike**

IX. Committee Reports

None that I know of.

X. Old Business

None

***XI. New Business**

- A. Sick Leave Policy**

Mike will present the memo

**Ask for a motion to adopt the revised Sick Leave Policy
Ask for a second
Ask for discussion
Vote**

**Ask for a motion to adopt the Unused Sick Leave Policy
Ask for a second
Ask for discussion
Vote**

B. Part-time benefits

Ask for a motion to approve changes in Part-time Clerical rates

Ask for a second

Ask for discussion

Vote

C. Mission statement/Library roles

Mike will present materials

No action necessary.

XII. Period for Public Expression

XIII. Other

A. Next Board Meeting:

October 28, 2004

XIV. Executive Session (if necessary)

XV. Adjourn

***Action Items**