

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held February 26, 2004
at
Elwood Public Library, East Northport, NY

Present

Jacquelyn Flad, President
Cheryl Gabrielli, Vice-President
Randall Koster, Treasurer/Finance Officer
Susanne Lercher, Secretary
Marla Grossman

Also present: Michael Squillante, Library Director, Elwood Public Library District, and members of the Elwood community.

Call to Order

Jacquelyn Flad called the meeting to order at 7:33pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – January 22, 2004

There was a motion to approve the minutes.
(Gabrielli,Grossman; unanimous)

Agenda

There was a motion to adopt the agenda.
(Lercher, Koster; unanimous)

Financial Report

Randy Koster made a motion regarding the approval of a transfer of funds for library contracting fees.

(Grossman, Gabrielli; unanimous)

There was a motion made for payment of bills covering operating costs and materials fees.

(Lercher, Flad; unanimous)

At the next board meeting, Randy Koster will present a proposed library budget with the remaining funds for Board approval.

Staff Reports

Children's Services

Jackie Carone, Children's Services Librarian, prepared a monthly report for review.

Adult Reference

Belle Baxter, Adult Reference Librarian, prepared a monthly report for review.

Director's Report

Michael Squillante presented his report to the Elwood Public Library District Board. Topics discussed included: (1) feedback from library patrons, (2) the preparation and distribution of the library newsletter, (3) personnel appointments, (4) the extension of the library operating hours, (5) library furnishings including furniture and a book drop, (6) legal notices for the annual library budget vote and trustee election, and (7) the legislative breakfast held at Huntington Public Library on February 13, 2004.

Committees

There was nothing to report on at this time.

Old Business

There was nothing to report on at this time.

New Business

Personnel Issues

There was a motion to approve the appointment of Maryann Osman and Jill Davidson as part-time library clerks.

(Gabrielli, Grossman; unanimous)

There was a motion to approve the creation of the position of Account Clerk.

(Lercher, Grossman; unanimous)

There was a motion to approve the appointment of Lisa Diana as part-time Account Clerk.

(Lercher, Gabrielli; unanimous)

There was a motion to approve the position of Library Page. Library Page positions are part-time positions.

(Koster, Lercher; unanimous)

There was a motion to approve Joseph Fusaro as Library Page.

(Lercher, Gabrielli; unanimous)

Unattended Child Policy

There was a motion to approve the Unattended or Unsupervised Minors Policy as presented.

(Koster, Lercher; unanimous)

Annual Budget Vote and Trustee Election

There was a motion to approve the legal notice of the upcoming Budget Vote and Trustee Election. This notice is to be printed in *The Record* and in *The Long Islander*.

(Gabrielli, Flad; unanimous)

The Board of Trustees of the Elwood Library Board will hold a public information meeting for the purpose of the discussion of the proposed library budget on April 14, 2004 at the Elwood Public Library at 7:30pm. All residents of the Library District are invited to attend this meeting concerning the proposed library budget for the fiscal year July 1, 2004 to June 30, 2005. The vote for the budget and trustee election is scheduled for April 21, 2004.

There was a motion to appoint Carlene Granieri as the Library's Clerk of the Vote for the Special District Meeting of the qualified voters of the Elwood Union Free School District, Town of Huntington, to be held on April 21, 2004.

(Grossman, Flad; unanimous)

There was a motion to appoint Michael Squillante and Lisa Diana as Assistant Clerks of the Vote for the Special District Meeting to be held on April 21, 2004.
(Koster, Lercher; unanimous)

2004-2005 Budget Discussion

Michael Squillante, Library Director, and Randy Koster, Treasurer/Finance Officer, will be meeting to finalize the details of the 2004-2005 Library Budget, to be approved by the Board at the March 18, 2004 board meeting.

Petty Cash Fund

There was a motion to establish a petty cash account in the amount of \$150.00 to be used for small purchases made at the discretion of the Library Director.
(Grossman, Gabrielli; unanimous)

New Library Hours

Effective immediately, the hours of the library are as follows:

- Tuesday, Wednesday, Thursday – 10am to 9pm
- Friday and Saturday – 10am to 5pm
- Closed Monday and Sunday

Period for Public Expression

Several attendees addressed questions at this time.

Other Business

Board Meeting Schedule

Our next board meeting will be held on March 18, 2004 at the Elwood Public Library at 7:30pm. The building is located at 3027 Jericho Turnpike, East Northport.

The schedule for meetings through June are as follows:

- April 29, 2004
- May 20, 2004
- June 17, 2004

Friends of the Library

The Friends of the Elwood Public Library will be meeting on Tuesday, March 9, 2004 at the Elwood Public Library at 7:30pm.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:33pm.
(Lercher, Gabrielli; unanimous)

Respectfully submitted

Susanne Lercher
Secretary