

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held March 18, 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 7:30pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – February 26, 2004

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

Agenda

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

Financial Report

Randy Koster stated that all the contract libraries have been paid for providing library services to Elwood patrons from July 2003 through December 2003.

There was a motion made for payment of expenditures regarding the Director's Contingency Account.

(Lercher, Gabrielli; unanimous)

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

(Lercher, Grossman; unanimous)

There was a motion made for payment of payroll costs.

(Lercher, Gabrielli; unanimous)

There will be no tax increase requested for the July 2004-June 2005 fiscal year. The library budget will remain the same amount as for the July 2003-June 2004 fiscal year. This amount is \$1,150,000. Based upon this amount, Mr. Squillante presented the Board with a proposed operating budget for fiscal year 2004-2005.

Staff Reports**Children's Services**

Jackie Carone, Children's Services Librarian, prepared a monthly report for review. She is currently setting up dates for assemblies throughout the Elwood School District to introduce and discuss the upcoming NYS summer reading program. The Elwood School District has been very accommodating in providing meeting space for many library programs.

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) the mailing of the first library newsletter, (2) the installation of the library bookdrop, (3) furniture orders, (4) preparations for the upcoming library budget and trustee vote on April 21, 2004, (5) personnel development and organization, and (6) the receipt of a \$25,000 member item grant from Senator Marcellino.

Adjustments have been made to extend the loan periods of circulating materials. Videos, DVD's and books on tape or CD are now available for loan for a seven-day period. New books circulate for two weeks. The regular fiction and non-fiction collection circulates for a four-week period.

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 creation of the position of Senior Library Clerk.

(Gabielli, Grossman; unanimous)

There was a motion to approve the appointment of Moira Flynn as Senior Library Clerk.

(Koster, Lercher; unanimous)

There was a motion to approve the appointment of the following individuals as Budget Vote/Trustee Election Workers:

Chief Inspector	Florence Sihksnel
Assistant Inspector	Florence Brook
Inspectors	Mary (Marie) Sheridan Marie Rasweiler
Vice Chairman of Registration	Lisa Diana

Assistant Clerks Patricia Grasso, Linda Bain, Rosalie Phalen,
Linda Dopfel, Debbie Caplan, Marie Rasweiler,
Stephanie Glaser, Laura Bayles

(Koster, Gabrielli; unanimous)

Proposed 2004-2005 Budget/Annual Trustee Election

As previously announced during this meeting, there will be no budget increase for the July 2004-June 2005 fiscal year. Based upon discussions with the Board and two months of experience with actual operating costs, Mr. Squillante has determined that the present amount of \$1,150,000 will be sufficient to allow the library to operate in the coming year while still increasing hours and services to acceptable levels.

According to Section 259, subdivision 1 of the Education Law of New York State, and under the advice of the library's attorney, the Library is under no obligation to offer a proposed budget for public vote if the appropriation is unchanged. The Library must, however, present candidates and conduct a vote for Trustee positions which will expire. The Library will hold its Annual Trustee Election on Wednesday, April 21, 2001 at its facility at 3027 Jericho Turnpike from 1-9pm.

Period for Public Expression

Several attendees addressed questions at this time.

Other Business

Board Meeting Schedule

Our next board meeting will be held on April 29, 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:

May 20, 2004

June 17, 2004

Other Important Dates

March 23, 2004 – Library Trustee Petitions are due.

April 14, 2004 – Community Information Meeting, Elwood Public Library, 7:30pm.
Meet the candidates for the two available library trustee positions.

April 21, 2004 - Annual Trustee Election, Elwood Public Library, 1-9pm.

Executive Session

There was a motion made to go into executive session at 8:10 pm. to discuss payroll increases for the upcoming fiscal year.

(Koster, Gabrielli; unanimous)

The Board returned from executive session at 8:53pm.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:53pm.
(Gabielli, Koster; unanimous)

Respectfully submitted

Susanne Lercher
Secretary