

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**ELWOOD PUBLIC LIBRARY DISTRICT**  
**held April 29, 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 – March 18, 2004**

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

**Agenda**

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

**Financial Report**

Randy Koster reported that the library election costs totaled \$3436.28. In the upcoming months, the library will be paying bills that have been deferred from payment by SCLS. This includes the PALS contract.

There was a motion made for payment of expenditures regarding the Operating Fund.  
(Grossman, Gabrielli; unanimous)

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

(Lercher, Grossman; unanimous)

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

(Gabrielli, Lercher; unanimous)

There was a motion made for payment of payroll costs.

(Lercher, Grossman; unanimous)

**Staff Reports**

Children's Services

Jackie Carone, Children's Services Librarian, prepared a monthly report for review. She will be speaking at a school-wide assembly at Boyd Intermediate School on June 9<sup>th</sup> to promote the New York State Summer Reading Program. The entire third grade population will be visiting the Elwood Public Library during April and May.

#### Adult Reference

Belle Baxter, Adult Reference Librarian, prepared a monthly report for review. AARP Defensive Driving Classes have been successful. A program on computer instruction for novices is in the planning stages and will be held at Elwood-John Glenn High School at a date to be scheduled.

#### 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) furniture orders, (3) results of library trustee vote on April 21, 2004, (4) personnel development and organization, (5) the receipt of a \$25,000 member item grant from Senator Marcellino, and (6) the upcoming Elwood Public Library Open House on May 23, 2004.

Mr. Squillante is currently reviewing price quotes received from commercial cleaning services. The technical services area of the library has been reorganized. A bike rack has been installed at the side of the library building for use by patrons.

#### Committees

There was nothing to report on at this time.

#### Old Business

There was nothing to report on at this time.

#### New Business

##### Open House

The Elwood Public Library Open House is scheduled for Sunday, May 23, 2004 from 1:00-5:00 pm. at the Library.

##### Vote Results

Jacquelyn Flad and Susanne Lercher were re-elected to serve a three-year term on the Elwood Library Board of Trustees.

#### Committees

During the new fiscal year, the Library Board will reestablish committees.

#### Board Member Responsibilities

Effective July 1, 2004, the individual responsibilities of board members will change. Cheryl Gabrielli will become President, Randy Koster will become Vice-President, Susanne Lercher will assume the duties of Treasurer/Financial Officer, Marla Grossman will assume the Secretary position, and Jacquelyn Flad will be Past-President.

#### Period for Public Expression

Several attendees addressed questions at this time.

**Other Business**

**Board Meeting Schedule**

Our next board meeting will be held on May 20, 2004 at the Elwood Public Library at 7:30pm. The building is located at 3027 Jericho Turnpike, East Northport.

The remaining meeting for the July 2003-June2004 fiscal year will be held on June 17, 2004 at 7:30pm.at the Library.

**News**

Jerry Nichols will be retiring as the Director of the Suffolk Cooperative Library System. He is assuming an administrative position at the Palmer School of Library Science at Long Island University.

**Executive Session**

There was a motion made to go into executive session at 8:05 pm. to discuss payroll increases for the upcoming fiscal year.

(Koster, Lercher; unanimous)

The Board returned from executive session at 8:35pm.

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:35pm.

(Lercher, Grossman; unanimous)

*Respectfully submitted*

Susanne Lercher  
Secretary