

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held May 20, 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 7:32pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – April 29, 2004

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

Agenda

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

Financial Report

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

There was a motion made for payment of expenditures regarding the Director's Contingency Account.
(Gabrielli, Lercher; 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 for the period 3/20-4/30/04.
(Gabrielli, Lercher; unanimous)

Staff Reports

Children's Services

Jackie Carone, Children's Services Librarian, prepared a monthly report for review. Library card applications were distributed to teachers and staff at James H. Boyd Intermediate School; 25 cards were given out. Students at John Glenn High School filled out Teen Surveys and were polled for their opinions regarding programs and materials of

interest. Several library programs have been booked to tie in with the New York State Summer Reading Program.

Adult Reference

Belle Baxter, Adult Reference Librarian, prepared a monthly report for review. The library will be purchasing materials in multi-languages including French, Korean, Japanese and Vietnamese. Library programs for April included book discussion groups, defensive driving classes, and a session on Feng Shui.

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) personnel development and organization, (4) the upcoming Elwood Public Library Open House on May 23, 2004 and (5) the new library website.

Old Business

All Elwood residents are cordially invited to attend the Library's Open House on Sunday, May 23, 2004 from 1:00pm to 5pm.

New Business

Technology Plan

In order to proceed with applying for a rebate through the Schools and Library Corporation (Federal Agency) for a partial refund of its telecommunications costs, the Elwood Public Library Board must officially approve a Technology Plan, and provide a copy of the plan to SCLS, who will apply for the refund on our behalf. The Board reviewed a proposed copy of the Technology Plan. This plan included a statement that the Library complies with the Children's Internet Protection Act as indicated: **"As of July 1, 2004, the Elwood Public Library fully complies with the provisions of the Children's Internet Protection Act. The Library utilizes filtering technologies provided through the Suffolk Cooperative Library System."** After some discussion about this provision, there was a motion made to approve the Elwood Public Library Technology Plan 2004-2005 as presented.

(Koster, Gabrielli; unanimous)

Annual Audit

The Board was provided with a copy of a proposal from Baldessari and Coster, LLP, concerning our annual audit, to take place during July 2004. This audit, although not required for libraries by New York State law, is a recommended financial safeguard that also demonstrates that the Board of Trustees is engaged in the highest levels of due diligence. If the Board agreed to this audit, then another decision was required as to whether or not the audit was to be performed according to a new accounting standard, GASB standard No. 34. The Board reviewed the proposal from our accounting firm.

There was a motion that the Elwood Library Board designate the firm of Baldessari and Coster, LLP to perform an audit of the Elwood Public Library for the year ending June 30, 2004, to be prepared in accordance with generally accepted accounting principles and GASB No. 34.

(Koster, Grossman; unanimous)

Personnel

Part-time Clerical Resignation – there was a motion to accept the resignation of Maryann Osman from the position of part-time library clerk because she is relocating.
(Koster, Gabrielli; unanimous)

Part-time Clerical Appointment – there was a motion to approve the appointment of Therese Ferreira as part-time library clerk.
(Lercher, Koster; unanimous)

Period for Public Expression

There were no questions or comments presented for discussion.

Other Business

Board Meeting Schedule

Our next board meeting will be held on June 17, 2004 at the Elwood Public Library at 7:30pm.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:31pm.
(Lercher, Grossman; unanimous)

Respectfully submitted

Susanne Lercher
Secretary