

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
ELWOOD PUBLIC LIBRARY DISTRICT  
held June 17, 2004  
at  
Elwood Public Library, East Northport, NY**

**Present**

Jacquelyn Flad, President  
Cheryl Gabrielli, Vice-President  
Susanne Lercher, Secretary  
Marla Grossman

**Absent with notice**

Randall Koster, Treasurer/Finance  
Officer

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 7:37pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – May 20, 2004**

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

**Agenda**

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

**Financial Report**

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

There was a motion made for payment of expenditures regarding the Director's Contingency Account.  
(Grossman, 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 for the period 5/1 -5/28/04.  
(Lercher, Grossman; unanimous)

**Personnel Report**

There was a motion to approve a personnel report submitted by the Library Director outlining changes regarding individual staff and salary rates effective July 1, 2004.  
(Lercher, Gabrielli; unanimous)

**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) the New York State Summer Reading Program, (2) the library newsletter, (3) library furniture, (4) personnel matters, (5) the Library Open House which was held on May 23, 2004, (6) the Friends of the Elwood Public Library, and (7) professional activities.

**Old Business**

There was none.

**New Business**

**Petty Cash**

There was a motion to increase the amount of the petty cash account from \$150.00 to \$300.00.

(Lercher, Gabrielli; unanimous)

**Payment of Bills Policy**

There was a motion to adopt the policy as presented to facilitate the efficient and timely payment of bills.

(Gabrielli, Grossman; unanimous)

**2004 – 2005 Calendar**

The Board reviewed a proposed schedule of meeting dates for the 2004-2005 budget year. All the meetings will be held at 7:30pm.at the Elwood Public Library.

- July 15, 2004 (Reorganization meeting)
- August 19, 2004
- September 23, 2004
- October 28, 2004 (fourth Thursday of the month)
- November 18, 2004
- December 16, 2004
- January 20, 2005
- February 17, 2005
- March 17, 2005
- April 21, 2005
- May 19, 2005
- June 16, 2005

A tentative timeline has been established for the 2004-2005 budget process:

Publication of Election Announcement	Thursday, February 17, 2005
Deadline for Trustee Petitions	Tuesday, March 7, 2005
Budget Information Meeting	Tuesday, March 29, 2005
Budget Vote	Tuesday, April, 5, 2005

**Period for Public Expression**

Several attendees addressed questions at this time.

**Other Business**

**Board Meeting Schedule**

Our next board meeting will be held on July 15, 2004 at the Elwood Public Library at 7:30pm.

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:09pm.  
(Gabrielli, Grossman; unanimous)

*Respectfully submitted*

Susanne Lercher  
Secretary