

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held July 15, 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, Ed Grossman, Notary Public, Lisa Diana, Account Clerk, 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.

Swearing in of New Trustees

Ed Grossman administered the Oath of Office to Jacquelyn Flad and Susanne Lercher.

Election of Officers

Jacquelyn Flad called for nominations for the Office of President of the Board of Trustees. Cheryl Gabrielli was nominated, the nomination was seconded, and she was elected as President. (Koster, Lercher; unanimous)

There was a call for nominations for the Office of Vice-President. Randall Koster was nominated, the nomination was seconded, and he was elected as Vice President. (Lercher, Gabrielli; unanimous)

There was a call for nominations for the Office of Treasurer Susanne Lercher was nominated, the nomination was seconded, and she was elected as Treasurer. (Grossman, Gabrielli; unanimous)

There was a call for nominations for the Office of Secretary. Marla Grossman was nominated, the nomination was seconded, and she was elected as Secretary. (Lercher, Koster; unanimous)

Ms. Gabrielli, as President, then moved forward with the rest of the meeting

Approval of Minutes – June 17, 2004

Mr. Koster noted that the recorded motion increasing the petty cash account did not include the amount of increase. His suggested amendment would correct the minutes to read “There was a motion to increase the amount of the petty cash account to \$300.” The Board agreed with Mr. Koster’s suggestion.

There was a motion to approve the minutes as amended.
(Grossman, Flad; unanimous)

Agenda

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

Financial Report

Ms. Lercher presented the financial report and warrants.

There was a motion made to approve payment of expenditures in the amount of \$4336.21 from the Operating Fund.

(Grossman, Koster; unanimous)

There was a motion made to approve payment of expenditures in the amount of \$399.68 from the Director’s Contingency Account.

(Flad, Koster; unanimous)

There was a motion made to approve payment of bills in the amount of \$51,332.63 covering operating costs and materials fees

(Grossman, Koster; unanimous)

There was a motion made to approve payment of payroll costs in the amount of \$19,943.36 for the period 5/29 -6/25/04.

(Grossman, Flad; unanimous)

Personnel Report

There was a motion to approve a personnel report submitted by the Library Director.
(Lercher, Flad; 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) Summer Reading Program, (2) the library newsletter, (3) library furniture, (4) personnel matters, (5) the Library Website (6) Facility improvements (7) Annual Audit (8) Professional Activities.

Old Business

There a motion to approve the calendar of Board meeting dates for 2004-2005.
(Grossman, Lercher; unanimous)

New Business

Official Designations

There was a motion to designate Baldessari & Coster LLP as auditor, North Fork Bank as primary Bank, The Long Islander and The Record as newspapers of record, and Douglas K. McNally as Legal Counsel for 2004-2005.
(Koster, Flad; unanimous)

Conference Request

There was a motion to approve Michael Squillante's attendance at the New York Library Association's Annual Conference in Rochester, NY, from October 20 through October 22 at a total cost not to exceed \$600.
(Lercher, Flad; unanimous)

Cleaning Service

There was a motion to approve MSL Maintenance Company for daily cleaning of the facility at a cost of \$600 per month.

Committee Assignments

There was a motion to re-establish and appoint Randall Koster and Marla Grossman to a Facilities Committee, with Jacquelyn Flad serving on the committee in an ex-officio capacity. (Lercher, Grossman; unanimous)

Other

The Director responded to questions from the Board regarding parking, circulation figures, and cell phone use in the Library.

Period for Public Expression

None

Other Business

Board Meeting Schedule

Our next board meeting will be held on August 19, 2004 at the Elwood Public Library at 7:30pm.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:13 pm.
(Koster, Lercher; unanimous)

Respectfully submitted

Marla Grossman
Secretary