

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held August 19, 2004
at
Elwood Public Library, East Northport, NY**

Present

Cheryl Gabrielli, President
Randall Koster, Vice-President
Susanne Lercher, Finance Officer
Marla Grossman, Secretary
Jacquelyn Flad, Trustee

Also present: Michael Squillante, Library Director, Elwood Public Library District, Lisa Diana, Account Clerk, and members of the Elwood community.

Call to Order

Cheryl Gabrielli called the meeting to order at 7:35pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – June 17, 2004

There was a motion to approve the minutes as presented. (Flad, Koster, unanimous)

Agenda

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

Financial Report

Susanne Lercher presented the financial report and warrants.

There was a motion to approve payment of expenditures in the amount of \$15,791.20 from the Operating Fund.

(Flad, Koster; unanimous)

There was a motion to approve payment of expenditures in the amount of \$404.79 from the Director's Contingency Account.

(Koster, Flad; unanimous)

There was a motion to approve payment of bills in the amount of \$7,539.10 covering operating costs and materials fees

(Flad, Koster; unanimous)

There was a motion made to approve payment of payroll costs in the amount of \$21,750.95.

(Koster, Flad; unanimous)

In other financial matters, it was decided that the Library Board would send a letter to the Elwood School Board clarifying the fact that the Library would gladly either pay or receive the Library's share of any interest payment balance due. The Director will write a proposed draft for the President to sign.

Personnel Report

There was a motion to approve the personnel report as submitted by the Library Director. (Flad, Lercher; unanimous)

Statistical Summary

A report of circulation statistics was presented.

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) Facility improvements (6) Annual Audit (7) Friends of the Library, (8) Professional Activities.

Committee Reports

The Facility Committee reported that they met with Mark Mediavilla at the Library, where he showed them a presentation about the proposed Orchard Park project. The committee recommended no action.

Old Business

Michael Squillante explained that the library's audit was almost complete, and would be sent to the Trustees within the next two weeks. Al Coster will be invited to attend the September Board meeting to formally discuss the audit and answer any questions from the Board.

New Business

Personal Day Policy

There was a motion to approve the revised Personal Day Policy as presented. (Lercher, Grossman; unanimous)

Vacation Time Policy

There was a motion to approve the revised Vacation Time Policy as presented. (Flad, Koster; unanimous)

Salary and Benefits changes

Michael Squillante discussed a change in procedure for the payment of part time professional employees, who will be paid at the same hourly rate as full-time employees.

The procedure for the payment of administrative and clerical part-time employees will change in the future, as well.

There was a motion to approve the practice of offering the opportunity to enroll in NYSHIP to part-time employees working a minimum of 17 hours per week.
(Flad, Lercher; unanimous)

Period for Public Expression

Two attendees addressed the Board at this time.

Other Business

Board Meeting Schedule

Our next board meeting will be held on September 23, 2004 at the Elwood Public Library at 7:30pm.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:32 pm.
(Lercher, Flad ; unanimous)

Respectfully submitted

Marla Grossman
Secretary