

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held September 23, 2004
at
Elwood Public Library, East Northport, NY**

Present

Cheryl Gabrielli, President
Randall Koster, Vice-President
Marla Grossman, Secretary
Jacquelyn Flad, Trustee

Absent

Susanne Lercher, Finance Officer

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

Call to Order

Cheryl Gabrielli called the meeting to order at 7:32pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – August 19, 2004

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

Agenda

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

Financial Report

Michael Squillante presented the financial report and warrants.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$21,214.04 from the Operating Fund.

(Grossman, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$13.42 from the Director's Contingency Account.

(Flad, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$5,872.52 covering operating costs and materials fees

(Flad, Koster; unanimous)

There was a motion to approve payment of payroll costs (Schedule 5) in the amount of \$22,188.20.

(Grossman, Koster; unanimous)

Audit Presentation

Mr. Al Coster presented the Library's audit and answered questions from the Board.

There was a motion to accept the Auditor's report.
(Flad, Koster; unanimous)

Michael Squillante will make the audit publicly available as soon as possible.

Personnel Report

There was a motion to approve the personnel report as submitted by the Library Director.
(Grossman, Koster; 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) Expanding hours (2) the library newsletter (3) library furniture (4) personnel matters (5) Facility improvements (6) Finance (7) SCLS Director Selection (8) General comments.

Committee Reports

None

Old Business

None

New Business

Sick Leave Policy

There was a motion to approve the Sick Leave Policy as revised.
(Grossman, Flad; unanimous)

Unused Sick Leave

The proposed Unused Sick Leave policy was tabled and the Director will present other options next month.

Part-time clerical benefits

There was a motion to approve changes in Part-time clerical rates.
(Koster, Grossman; unanimous)

Mission Statement/Library Roles

The Board was presented with materials regarding Library Roles. Discussion regarding the development of a mission statement will continue.

Period for Public Expression

Several attendees addressed the Board at this time.

Other Business

Board Meeting Schedule

The next board meeting will be held on October 28, 2004 at the Elwood Public Library at 7:30pm.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:29 pm. (Koster, Flad; unanimous)

Respectfully submitted

Marla Grossman
Secretary