

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held October 28, 2004 at
Elwood Public Library, East Northport, NY**

Present

Cheryl Gabrielli, President
Randall Koster, Vice-President
Marla Grossman, Secretary
Susanne Lercher, Finance Officer
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 7:46pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – September 23, 2004

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

Agenda

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

Financial Report

Ms. Lercher presented the financial reports and warrants.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$12162.11 from the Operating Fund.
(Flad, Grossman; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$405.11 from the Director's Contingency Account.
(Flad, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$36,405.32 covering operating costs and materials fees
(Koster, Grossman; unanimous)

There was a motion to approve payment of payroll costs (Schedule 5) in the amount of \$23,878.40.
(Koster, Grossman; unanimous)

Personnel Report

There was a motion to approve the personnel report as submitted by the Library Director.
(Lercher, Flad; 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) facility improvements (4) financial reporting (5) adult programming (6) SCLS

Committee Reports

None

Old Business

Unused Sick Leave

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

Mission Statement

Michael Squillante reviewed the comments the Board has supplied so far regarding Library roles. Staff input will be solicited, and draft mission statements will be forwarded to the Board for comment.

New Business

None

Period for Public Expression

Other Business

Board Meeting Schedule

The next board meeting will be held on November 18, 2004 at the Elwood Public Library at 7:30pm.

The Board will consider changing the date of the December Board meeting to Tuesday, December 21, 2004 at their November meeting.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:20 pm. (Koster, Flad; unanimous)

Respectfully submitted

Marla Grossman
Secretary