

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
ELWOOD PUBLIC LIBRARY DISTRICT  
held November 18, 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 7:30 pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – October 28, 2004**

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

**Agenda**

There was a motion to adopt the agenda.  
(Flad, Koster; 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 \$2,420.19 from the Operating Fund.

(Koster, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$13.55 from the Director's Contingency Account.

(Grossman, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$10,400.60 covering operating costs and materials fees

(Koster, Flad; unanimous)

There was a motion to approve payment of payroll costs (Schedule 5) in the amount of \$32,334.81.

(Grossman, Koster; unanimous)

There was a motion to approve the purchase of a 60-day Certificate of Deposit in the amount of \$100,000.00. (Lercher, Koster; unanimous)

**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) the Library newsletter (2) facility (3) finance (4) the Library's first birthday (5) SCLS

**Committee Reports**

None

**Old Business****Unused Sick Leave**

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

**Mission Statement**

There was a motion to approve the following Mission Statement:

The Elwood Public Library is dedicated to providing the community with a center for information, education, culture, recreation, and social interaction. Your Library will strive to accurately represent the collective values of a unique and diverse community in a setting that is inviting and accessible to every resident. (Lercher, Grossman; unanimous)

**New Business****SCLS Budget**

There was a motion to approve the proposed SCLS Budget. (Flad, Lercher; unanimous)

**SCLS Trustee**

Ballots were distributed for the election of SCLS Trustee from the Huntington Zone.

**Trustee Workshop**

Mr. Koster reviewed his attendance at the SCLS Trustee Workshop held Saturday, October 30, 2004.

**Budget Vote Day**

There was a motion to set the date of the annual budget and/or trustee vote as Wednesday, April 6, 2005. (Lercher, Grossman; unanimous)

Conference Request

There was a motion to approve Michael Squillante's attendance at the ALA Midwinter Conference in Boston. (Flad, Lercher; unanimous)

Exhibit Policy

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

EAP Participation

There was a motion to enroll the Elwood Public Library as a BOCES EAP participating agency. (Koster, Lercher; unanimous)

**Period for Public Expression**

None

**Other Business**

Board Meeting Schedule

There was a motion that the Board not meet in December, due to scheduling difficulties. (Grossman, Flad; unanimous)

**Adjourn**

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

*Respectfully submitted*

Marla Grossman  
Secretary