

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
ELWOOD PUBLIC LIBRARY DISTRICT  
held December 15, 2005 at  
Elwood Public Library, East Northport, NY**

**Present**

Cheryl Gabrielli, President  
Randall Koster, Vice-President  
Marla Grossman, Secretary

**Absent**

Jacqueline Flad, Trustee  
Susanne Lercher, Finance Officer

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

**Call to Order**

Ms.Gabrielli called the meeting to order at 7:30 pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – November 17, 2005**

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

**Agenda**

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

**Correspondence**

None.

**Financial Report**

Mr. Squillante and Mr. Koster presented the financial reports and warrants.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$81,155.12 from the Operating Fund. (Grossman, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$405.28 from the Director's Contingency Account. (Koster, Grossman; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$12,153.62 covering operating costs and materials fees. (Grossman, Koster; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$36,887.50. (Koster, Grossman; unanimous)

**Personnel Report**

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

**Statistical Summary**

The Director reviewed the updated circulation statistics.

**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.

### Technical and Young Adult Services

Moira Flynn, Technical Services 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) Personnel (2) Sunday Openings (3) Water Cooler (4) Acquisitions Module (5) Laptop Computer Purchase (6) Administrative and Professional Activities

### Committee Reports

Mr. Koster reported on behalf of the Facilities Committee: A representative of the Library was invited to attend the Work Session of the Board of Education on December 1, where a letter from the Elwood Public Library was discussed. Members of the Board of Education had several questions regarding the Library's plans. The Board of Education has invited the Library to make a presentation at their January meeting, but it was agreed that there are other ample opportunities for the Board of Education to get information about the Library. The Committee has not received a written reply to its November 2 letter.

### Old Business

#### Mileage Reimbursement Policy

The Policy passed last month was amended to exclude the Director's eligibility to be reimbursed for travel within Suffolk County. (Koster, Grossman; unanimous)

### New Business

#### A. New York State Deferred Compensation Plan

There was a motion to approve the Library's participation the NYS Deferred Compensation Plan. (Grossman, Koster; unanimous)

#### B. Retirement System Resolution

There was a motion to file an election with the Retirement System to provide benefits from Section 41-j of the Retirement and Social Security Law to all of the Elwood Public Library's eligible employees. (Grossman, Koster; unanimous)

### Period for Public Expression

None

### Other

The next Board meeting will be held on January 19, 2005, at 7:30 pm.

### Executive Session

There was a motion to move to Executive Session at 8:15pm to discuss Real Estate matters. (Koster, Grossman; unanimous) The Board returned from Executive Session at 8:23pm.

There was a motion to authorize the Director to proceed in gathering information such as surveys, appraisals, etc, for any property for use by the Library. (Koster, Grossman; unanimous)

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:25 pm.  
(Koster; unanimous)

*Respectfully submitted,*

Marla Grossman  
Secretary