

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held May 19, 2005 at
Elwood Public Library, East Northport, NY**

Present

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

Cheryl Gabrielli called the meeting to order at 7:37 pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – April 21, 2005

There was a motion to approve the minutes as revised. (Grossman, Lercher; 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 \$22,983.30 from the Operating Fund.

(Grossman, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$14.27 from the Director's Contingency Account.

(Koster, Grossman; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$8,874.01 covering operating costs and materials fees.

(Koster, Flad; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$44,825.19. (Grossman, Flad; unanimous)

There was a motion to approve the transfer of \$3379.08 to the Director's Contingency Account (Lercher, Grossman; unanimous)

Personnel Report

There was a motion to approve the personnel report as submitted by the Library Director. (Flad, 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) Newsletter (2) Personnel (3) Regent Tilles (4) NYS Report

Committee Reports

None

Old Business

None

New Business

NYS Report

There was a motion to accept and approve the Annual Report as presented (Lercher, Grossman; unanimous)

Prevention of Conflict of Interest Policy

There was a motion adopt the Prevention of Conflict of Interest Policy as presented. (Grossman, Lercher; unanimous)

Solicitation and Distribution Policy

There was a motion to adopt the Solicitation and Distribution Policy as presented. (Flad, Grossman; unanimous)

Appointment of Auditor

There was a motion to appoint the firm of Baldessari and Coster, LLP as the Elwood Public Library independent auditors for the fiscal year ending June 30, 2005, and related matters. (Lercher, Koster; unanimous)

Appointment of Real Estate Consultant

There was a motion to table the appointment of a Real Estate consultant until next month. (Grossman, Flad; unanimous)

Staff Handbook

Mr. Squillante presented a copy of the Staff Handbook for the Board to review.

Period for Public Expression

None

Other

The next Board meeting will be held on Thursday, June 16, 2005, at 7:30 pm.

Executive Session

There was a motion to convene an Executive Session to discuss Real Estate and Personnel matters. (Koster, Flad; unanimous) 8:05pm

The Board returned from Executive Session at 8:40pm

There was a motion to rescind the Personnel Report from earlier in the meeting (Flad, Koster; unanimous)

There was a motion to accept the Personnel Report as revised by the Library Director (Koster, Flad; unanimous)

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:42 pm. (Flad, Lercher; unanimous)

Respectfully submitted

Marla Grossman
Secretary