

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
ELWOOD PUBLIC LIBRARY DISTRICT  
held August 18, 2005 at  
Elwood Public Library, East Northport, NY**

**Present**

Randall Koster, Vice-President  
Jacquelyn Flad, Trustee  
Susanne Lercher, Finance Officer

**Absent**

Cheryl Gabrielli, President  
Marla Grossman, Secretary

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

**Call to Order**

Mr. Koster called the meeting to order at 7:31 pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – July 21, 2005**

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

**Agenda**

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

**Correspondence**

A letter from the Elwood School District, and a letter to Senator Marcellino were reviewed.

**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 \$25,899.14 from the Operating Fund.

(Flad, Lercher; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$404.71 from the Director's Contingency Account.

(Lercher, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$27,645.31 covering operating costs and materials fees.

(Flad, Lercher; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$36,112.75. (Lercher, Flad; 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. Monthly circulation set a new record.

**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) Summer Reading Clubs (2) Personnel (3) Library Activity (4) SCLS Trustee Vacancy (5) Annual Audit (6) Trustee Workshop.

**Committee Reports**

The Facilities Committee reports that the Director has begun contacting brokers regarding leased space as well as initiating a search for available property. Contact with local and state legislators regarding a wide range of options has also begun.

**Old Business**

None.

**New Business****September Board meeting**

There was a motion to change the date of the September Board meeting to September 29, 2005. (Flad, Lercher; unanimous)

**Disability Insurance**

There was a motion to cover all employees of the Elwood Public Library with NYS Disability Insurance. (Lercher, Flad; unanimous)

**Personal Time Policy**

There was a motion to approve the revised Personal Days Policy as presented. (Flad, Lercher, unanimous)

**Conference Attendance Request**

There was a motion to approve Ms. Baxter's request to attend the NYLA Annual Conference at a total cost not to exceed \$725. (Lercher, Flad; unanimous)

**Supervisory Skills Workshop Request**

There was a motion to approve the attendance of Jackie Carone and Moira Flynn at the workshop series "Supervisory Skills for New Managers" at a total cost not to exceed \$400. (Flad, Lercher; unanimous)

**SCLS Trustee Ballot**

The Board of Trustees elected to cast their five ballots for the office of SCLS Trustee for Irving Toliver, running unopposed.

**Period for Public Expression**

None

**Other**

The next Board meeting will be held on Thursday, September 29, 2005, at 7:30 pm.

**Executive Session**

None

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 7:56 pm.  
(Lercher, Flad; unanimous)

*Respectfully submitted*

Jacquelyn Flad  
Trustee