

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held November 17, 2005 at
Elwood Public Library, East Northport, NY**

Present

Cheryl Gabrielli, President
Jacquelyn Flad, Trustee
Marla Grossman, Secretary
Susanne Lercher, Finance Officer

Absent

Randall Koster, Vice-President

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 – October 20, 2005

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

Agenda

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

Correspondence

None.

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 \$19,445.38 from the Operating Fund.

(Grossman, Flad; unanimous)

There were no expenditures from the Director's Contingency Account.

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$9,598.17 covering operating costs and materials fees.

(Flad, Grossman; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$36,595.56. (Grossman, Lercher; unanimous)

Personnel Report

There was a motion to approve the personnel report as submitted by the Library Director. (Flad, Lercher; 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)SCLS Budget (4) Thank you to the Greenlawn Civic Association.

Committee Reports

None

Old BusinessBank Fees

At the October meeting, Ms. Grossman questioned bank fees that were being charged. At the Board's direction, the bank was contacted and consequently the fees were reversed.

Toner

We have located a supplier of toner supplies that charges significantly lower prices.

New BusinessA. SCLS Proposed Budget Ballot

There was a motion to approve the 2006 SCLS Proposed Budget (Lercher, Flad; unanimous)

B. Sunday Compensation Policy

There was a motion to approve the Sunday Openings and Compensation policy as presented (Grossman, Flad; unanimous)

C. Mileage Reimbursement Policy

There was a motion to approve the Mileage Reimbursement Policy as presented (Lercher, Grossman; unanimous)

D. Holiday Closings

The Board was reminded that due to the way this year's holidays fall, the Library will be closed on December 24, 25, 26 and again on December 31, January 1, 2.

E. April 2006 Board Meeting Date

There was a motion to change the April 2006 Board meeting date to April 27, 2006, due to scheduling conflicts (Flad, Lercher; unanimous)

F. Staff Recognition Meeting

There was discussion about the Staff Recognition Meeting on November 27, 2006. Trustees are welcome to attend, but Library funds will not be used for their attendance.

Period for Public Expression

None

Other

The next Board meeting will be held on December 15, 2005, at 7:30 pm.

Executive Session

None

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:10 pm.
(Flad; unanimous)

Respectfully submitted,

Marla Grossman
Secretary