

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held March 16, 2006 at
Elwood Public Library, East Northport, NY**

Present

Cheryl Gabrielli, President
Randall Koster, Vice-President
Susanne Lercher, Finance Officer
Jacqueline Flad, Trustee

Absent

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

Ms. Gabrielli called the meeting to order at 7:38 pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – February 16, 2006

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

Agenda

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

Correspondence

None

Financial Report

Ms. Lercher and Mr. Squillante presented the financial reports and warrants.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$22,728.28 from the Operating Fund. (Lercher, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$.47 from the Director's Contingency Account. (Lercher, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$23,372.12 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 \$40,897.56. (Lercher, Flad; unanimous)

Personnel Report

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

Statistical Summary

The Board 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 and Angela Alfano, Adult Reference Librarians, each 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) Millennium Acquisitions (3) Laptops (4) Administrative Activities (5) SCLS Director Search (6) Newsletter

Committee Reports

Mr. Koster reported on the activities of the Facilities Committee: The Committee has rescheduled a visit to the Bayport-Blue Point Library for March 18. An appraiser has been contacted and will be retained to perform an appraisal of the vacant Boyd property. No response to our March 2, 2006 follow up letter to the School District has been received.

Old Business

None

New Business**A. Library Spokesperson Policy**

There was a motion to designate the Director as the Library Spokesperson. (Lercher, Koster; unanimous)

There was a motion to approve the "Public Relations and Media Inquiries Policy" as presented. (Lercher, Flad; unanimous)

B. Annual Report

There was a motion to approve the submission of the NYS Annual Report. (Lercher, Koster; unanimous)

C. Newsletter Error

Mr. Squillante made special note of a small error that is in the Library Newsletter to be mailed in the next few days. Although all the absolute budget figures are correct, in a narrative explaining the proposed budget, there is an incorrect statement that the amount of revenue to be raised by taxation is 3.77% higher than the current budget. The correct figure is actually 3.88%. It was decided that since the dollar amount of the error is approximately \$1200.00, and that the cost to reprint the newsletter would be well over \$2000.00, that the newsletter would be mailed and the error would be corrected in all other printed material and that the error would be noted at the Public Information Session.

Period for Public Expression

None

Other

A local newspaper article about the Kamer study of the financial impact of Suffolk's libraries was discussed.

The Public Information Session about the 2006-2007 Proposed Budget will be held as planned on March 22, 2006, at 7pm.

The Annual Vote and Trustee Election will be held on April 5, 2006 from 1 – 9 pm.

The next Board meeting will be held on Thursday, April 27, 2006, at 7:30 pm.

Executive Session

None

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:23 pm.
(Flad, Koster; unanimous)

Respectfully submitted,

Jacquelyn Flad
Trustee