

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held May 18, 2006 at
Elwood Public Library, East Northport, NY**

Present

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

Also present: Michael Squillante, Library Director, Lisa Diana, Account Clerk, and several members of the Elwood community.

Absent: Susanne Lercher, Finance Officer

Call to Order

Ms. Gabrielli called the meeting to order at 7:35 pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – March 16, 2006

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

Agenda

There was a motion to revise the agenda (move New Business Item C) to allow the Board's invited guest, Todd Harvey of Beatty, Harvey and Associates to address the Board at the beginning of the meeting. (Grossman, Flad; unanimous)

New Business Item C. Todd Harvey of Beatty, Harvey and Associates spoke to the Board about the process of designing and building a library. Mr. Harvey covered subjects including developing a Library Building Program, creating a project team, and typical time frames.

Correspondence

None

Ms. Gabrielli took the opportunity to apologize for an inaccuracy regarding the library budget that had been printed and sent to the community as part of her campaign for school board.

Financial Report

Mr. Squillante presented the financial reports and warrants.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$28,365.10 from the Operating Fund. (Grossman, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$0.00 from the Director's Contingency Account. (Koster, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$32,734.56 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 \$41,279.50. (Koster, Grossman; unanimous)

There was a motion to approve payment of expenditures (Schedule 7) in the amount of \$0.00 from the Capital Projects Fund. (Flad, Koster; unanimous)

Fund Transfers

There was a motion to transfer \$16,666.68 from the General Fund into the Capital Projects Fund. (Koster, Flad; unanimous)

Personnel Report

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

Statistical Summary

The Board reviewed the updated circulation and collection 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) Newsletter (2) Personnel (3) EAP (4) Administrative appoints throughout Suffolk (5) Unemployment Insurance

Committee Reports

None

Old Business

None

New Business

There was a motion to designate Commerce Bank as a Depository of Funds. (Koster, Grossman; unanimous)

There was a motion to designate Baldessari & Coster, LLP as independent auditors and providers of related services. (Flad, Koster; unanimous)

Period for Public Expression

The Board and Director addressed several questions.

Other

The next Board meeting will be held on Thursday, June 15, 2006, at 7:30 pm.

Executive Session

None

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:57 pm. (Flad, Grossman; unanimous)

Respectfully submitted,

Marla Grossman
Secretary