

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held July 20, 2006 at
Elwood Public Library, East Northport, NY**

Present

Cheryl Gabrielli
Randall Koster
Jacquelyn Flad
Susanne Lercher
Marla Grossman

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

Call to Order

Ms. Gabrielli called the meeting to order at 7:32 pm. with a quorum present. The Pledge of Allegiance was recited.

Swearing in of New Trustees

The Oath of Office was administered to Mr. Koster.

Election of Officers

Mr. Koster was nominated and elected to the office President. (Flad, Lercher; unanimous)

Ms. Lercher was nominated and elected to the office of Vice-President. (Gabrielli, Grossman; unanimous)

Ms. Grossman was nominated and elected to the office of Finance Officer. (Flad, Gabrielli; unanimous)

Ms. Flad was nominated and elected to the office of Secretary. (Gabrielli, Grossman; unanimous)

Approval of Minutes – June 16, 2005

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

Correspondence

None

Agenda

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

Financial Report

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

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$24,880.45 from the General Fund. (Grossman, Lercher; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$451.50 from the Director's Contingency Account. (Lercher, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$18,806.10 from the General Fund. (Gabrielli, Lercher; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$41,629.64. (Flad, Lercher; unanimous)

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

There was a motion to approve the June 29, 2006 and July 24, 2006 transfers from the General Fund to the Capital Projects Fund in the amounts of \$25,000.32 and \$8,333.34, respectively. (Gabrielli, Grossman; 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. Circulation has increased every month since the Library opened save one.

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 Club (2) Property (3) Personnel (4) Administrative Activities (5) SCLS and the rest of the county

Committee Reports

The Facilities Committee met and discussed ways of surveying the community.

Old Business

None.

New Business

Syntax Communications, Ind.

Michael Conte presented the Board with ideas regarding surveying the community.

2005-2006 Meeting Dates

There was discussion regarding individual Board members' availability for meeting in the coming year. The director will work to provide a schedule as far in advance as possible.

Committee Assignments

Mr. Koster created the following committees as follows: Facilities (Grossman, Gabrielli), Budget (Grossman, Lercher), Personnel (Gabrielli, Flad), and Policy (Lercher, Flad).

Conference Attendance Requests

There was a motion to approve Ms. Alfano's attendance at the New York Library Association Annual Conference at a cost not to exceed \$725.00. (Flad, Grossman; unanimous)

There was a motion to approve Mr. Squillante's attendance at the New York Library Association Annual Conference at a cost not to exceed \$600.00. (Gabrielli, Grossman; unanimous)

Review of Bylaws

There was a review of the Library's bylaws. The Director has suggested three changes: 1) Article V, Section 9 – strike the word “will” and replace with the word “with”. 2) Article VII, Section 1 -- strike the extra period at the end of the sentence. 3) Article VIII, Section 8 – Strike the words “three years” and replace with “as proscribed by the Library's Charter.” A vote on the proposed changes will be taken at the August meeting.

Community Input

A memo from the Director setting forth the idea of creating a committee of community members and charging it to “evaluate the existing facility needs of the Elwood Public Library and to consider all reasonable facilities possibilities and recommend to the Board an appropriate plan” of action was discussed. There was general agreement that such a committee may be an additional effective method of involving the community in Elwood's facilities issues. The Director was asked to provide a possible plan for consideration at the August Board meeting.

Official Designations

There was a motion to appoint Baldessari and Coster, LLP as the library's auditor, Douglas McNally as legal counsel, *The Long Islander* and *Record* as newspapers of record, and North Fork Bank as primary banking institution. (Flad, Koster; unanimous)

Period for Public Expression

Members of the public made suggestions and asked several questions.

Other

The next Board meeting will be held on Thursday, August 17, 2006, at 7:30 pm.

Executive Session

None

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:52 pm. (Flad, Lercher; unanimous)

Respectfully submitted,

Jacquelyn Flad
Secretary