

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**ELWOOD PUBLIC LIBRARY DISTRICT**  
**held June 21, 2007 at**  
**Elwood Public Library, East Northport, NY**

**Present**

Randall Koster, President  
Susanne Lercher, Vice-President  
Marla Grossman, Finance Officer  
Jacquelyn Flad, Secretary  
Cheryl Gabrielli, Trustee

**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 7:32 pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – May 24, 2007**

There was a motion to approve the minutes with one correction. (Date of next Board meeting under “Other” was corrected to read June 21, 2007) (Lercher, Flad; unanimous)

**Agenda**

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

**Correspondence**

None.

**Financial Report**

The financial reports and warrants were presented.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$20,754.70 from the General Fund. (Flad, Grossman; unanimous)

There was a motion to approve payment of expenditures (Schedule 3) in the amount of \$120.00 from the Director’s Contingency Account. (Grossman, Gabrielli; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$0.00 from the General Fund. (Lercher, Flad; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$40,878.69. (Grossman, Gabrielli; unanimous)

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

There was a motion to approve the transfer of funds memo correcting the duplication of a recurring transaction processed in May 2007. (Gabrielli, Flad; unanimous)

**Personnel Report**

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

**Statistical Summary**

Statistics reflecting a continuing increase in circulation were presented by the Director.

**Staff Reports**

**Children’s Services**

No report

Adult Reference

Belle Baxter, Adult Reference Librarian, prepared a monthly report for review.

Angela Alfano, Adult Reference Librarian, prepared a monthly report for review.

YA and Technical Services

No report..

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) Legislative Visits (4) Calendar (5) Annual Audit (6) Staff Compensation (7) Statistics.

Committee Reports

Ms. Gabrielli reported on the recent visits to members of the Huntington Town Council regarding facilities.

Old Business

Mr. Koster reported that the Residents Library Committee met on June 19, 2007. Several members of the committee expressed concerns regarding the timing of the upcoming community survey. The survey has been pushed back a bit and will be conducted during the first half of July. Although it is impossible to survey every single member of the community, a statistically valid phone survey will be conducted, and an online version of the survey will be made available for interested community members to take after the phone survey has been completed. The survey company will make a presentation about the survey in September.

New Business**Community Survey**

There was a motion to approve the community survey and postcard. (Lercher, Flad; unanimous)

**2007-2008 Calendar**

There was a motion to approve the following dates for Board meetings in 2007-2008:

July 12, 2007 (Annual Reorganization meeting)

August 16, 2007

September 27, 2007

October 18, 2007

November 15, 2007

December 20, 2007

January 17, 2008

February 28, 2008

March 13, 2008

April 17, 2008

May 15, 2008

June 19, 2008

(Lercher, Flad; unanimous)

**Staff Compensation**

There was a motion to move into executive session to discuss personnel matters. (8:35pm) (Gabrielli, Lercher; unanimous)

The Board reopened the public meeting at 8:55. There was a motion to approve the staff compensation memo as submitted by the Director as amended. (Gabrielli, Grossman, unanimous)

**Period for Public Expression**

There were no comments.

**Other**

The next Board meeting will be held on Thursday, June 12, 2007, at 7:30 pm.

**Executive Session**

See above.

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:58pm. (Grossman, Gabrielli; unanimous)

*Respectfully submitted,*

Jacquelyn Flad, Secretary