Approved

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held July 12, 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 members of the Elwood community.

Call to Order
Mr. Koster called the meeting to order at 7:30 pm. with a quorum present. The Pledge of Allegiance was recited.

Swearing in of New Trustees
It was noted that the Oaths of Office had been administered to Ms. Lercher and Ms. Flad, and the written documentation of such was being submitted to the Suffolk County Clerk's Office.

Election of Officers
Mr. Koster was nominated and elected to the office President. (Lercher, Flad; 4 yes, 1 abstention: *Koster*)
Ms. Lercher was nominated and elected to the office of Vice-President. (Flad, Gabrielli; unanimous)
Ms. Grossman was nominated and elected to the office of Finance Officer. (Gabrielli, Lercher; unanimous)
Ms. Flad was nominated and elected to the office of Secretary. (Grossman, Lercher; unanimous)

Review of Bylaws
The Board reviewed the Library's Bylaws.

Approval of Minutes – May 24, 2007
There was a motion to approve the minutes. (Grossman, Flad; unanimous)

Agenda
There was a motion to adopt the agenda. (Flad, Lercher; 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 $32,257.91 from the General Fund. (Lercher, Gabrielli; unanimous)
There was a motion to approve payment of expenditures (Schedule 3) in the amount of $882.12 from the Director's Contingency Account. (Flad, Grossman; 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 $43,180.77. (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. (Lercher, Flad; unanimous)

There was a motion to approve the transfer of funds in the amount of $8333.34 from the general fund to the Capital Projects Fund. (Grossman, Lercher; unanimous)

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

Statistical Summary
Circulation statistics were presented by the Director. There was a slight decrease (less than 100 items) over last year.

Staff Reports
Children's Services
Jessica Toner, Children's Librarian, prepared a monthly report for review.

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
Eileen Murphy, YA and 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) Summer Reading Clubs (2) Personnel (3) Legislative Visits (4) Annual Audit (6) Community Survey.

Committee Reports
Mr. Koster designated the following committee members for the 2007-2008 fiscal year:
Budget: Ms. Grossman and Ms. Lercher
Personnel: Ms. Flad and Ms. Gabrielli
Policy: Ms. Lercher and Ms. Flad
Facilites: Ms. Gabrielli and Ms. Grossman

Old Business
The phone portion of the community survey has begun. The survey will be available online beginning on or about the 17th of July. Results will be shared with the entire community after they are compiled.

New Business
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 and Commerce bank as the library's banking institutions. (Lercher, Flad; unanimous)

Health Insurance
There was a motion that the Elwood Public Library provides health insurance benefits to its full-time employees. A full-time employee is defined as one who works a minimum of 35 hours per week. (Gabrielli, Grossman; unanimous)

Period for Public Expression
Several residents addressed the Board.

Other
The next Board meeting will be held on Thursday, August 16, 2007, at 7:30 pm.

Executive Session
None.

Adjourn
There being no further business, there was a motion to adjourn the meeting at 8:22pm. (Grossman, Gabrielli; unanimous)

Respectfully submitted,

Jacquelyn Flad, Secretary