

Approved

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held October 25, 2007 at
Elwood Public Library, East Northport, NY

Present

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

Also present: Michael Squillante, Library Director; Lisa Diana, Account Clerk; Al Coster, Auditor; members of the Elwood community.

Call to Order

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

Approval of Minutes – September 27, 2007

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

Agenda

There was a motion to adopt the agenda with a revision adding Mr. Coster's audit presentation. (Lercher, Flad; unanimous)

Correspondence

None.

Audit Presentation

Mr. Coster presented the 2006-2007 audit for the year ending June 30, 2007 to the Board.

There was a motion to accept the audit. (Lercher, Flad; unanimous)

The Board directed Mr. Squillante to make the audit available on the Library's website as soon as possible.

Financial Report

The financial reports and warrants were presented.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$18,663.93 from the General Fund. (Grossman, Gabrielli; unanimous)

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

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$3,916.60 from the General Fund. (Grossman, Gabrielli; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$40,884.02. (Lercher, Gabriellik; 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. (Flad, Grossman; unanimous)

Personnel Report

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

Statistical Summary

Circulation statistics were presented by the Director. The library experienced its first significant drop in circulation during the month of September.

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) Personnel (2) Community Survey (3) Trustee Workshop.

Committee Reports

None

Old Business

The Community Survey the Library had performed over the summer will be presented at the Library Board's meeting on November 15, 2007. The November meeting will be held in the auditorium of the Elwood Middle School. Postcards, signs and emails will be used to publicize the presentation. We will begin the business portion of the Board meeting at 7pm that evening.

New Business

None.

Period for Public Expression

Several questions from the public were addressed.

Other

The next Board meeting will be held on Thursday, November 15, 2007, at the Elwood Middle School Auditorium at 7:00 pm, with the Community Survey results presentation to begin at 7:30 pm.

Executive Session

None.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:25 pm. (Flad, Lercher; unanimous)

Respectfully submitted,

Jacquelyn Flad, Secretary