

Approved

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held July 24, 2008 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

The Oaths of Office were administered to Ms. Gabrielli and Ms. Grossman, and the written documentation of such will be submitted to the Suffolk County Clerk's Office.

Election of Officers

Ms. Lercher was nominated and elected to the office of President. (Gabrielli, Flad; unanimous)
Ms. Grossman was nominated and elected to the office of Vice-President. (Flad, Koster; unanimous)
Mr. Koster was nominated and elected to the office of Finance Officer. (Gabrielli, Flad; unanimous)
Ms. Gabrielli was nominated and elected to the office of Secretary. (Grossman, Flad; unanimous)

Ms. Lercher designated the following committee members for the 2008-2009 fiscal year:

Finance: Ms. Grossman and Mr. Koster
Personnel: Ms. Flad and Ms. Gabrielli
Policy: Ms. Grossman and Ms. Flad
Facilities: Ms. Gabrielli and Ms. Koster

Review of Bylaws

The Board reviewed the Library's Bylaws.

Approval of Minutes – June 19, 2008

There was a motion to approve the minutes. (Gabrielli, Koster; unanimous)

Agenda

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

Correspondence

Correspondence from Senator Marcellino and Assemblyman Raia were presented.

Financial Report

The financial reports and warrants were presented.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$29,777.44 from the General Fund. (Koster, Grossman; 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, Gabrielli; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$22,054.76 from the General Fund. (Grossman, Koster; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$44,534.98. (Gabrielli, Flad; unanimous)

There was a motion to approve payment of Capital Projects expenditures (Schedule 7) from the Capital Projects Fund in the amount of \$34,226.41. (Gabrielli, Koster; unanimous)

Personnel Report

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

Statistical Summary

Circulation statistics were presented by the Director.

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.

YA and Technical Services

Eileen Murphy, YA and Technical Services Librarian, prepared a monthly report for review.

Accounting

Lisa Diana, Account Clerk, 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 (2) Personnel (3) 1941 Jericho Turnpike (4) Annual Audit (6) Calendar (7) Statistics.

Committee Reports

None.

Old Business

Property update

Mr. Squillante detailed the current status of 1941 Jericho Turnpike.

New Business

Update of Capital One Bank Third Party Agreement

There was a motion to approve the signing of a Third Party Collateralization Agreement with Capital One Bank. (Gabrielli, Grossman; unanimous)

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 Capital One Bank and Commerce Bank as the library's banking institutions. (Grossman, Flad; unanimous)

Lease Agreement with Harbor Sales Co.

There was a motion to authorize Mr. Koster to sign a memorandum of agreement with Harbor Sales Co., our current landlord. (Gabrielli, Flad; unanimous)

Appointment of Architect

There was a motion to appoint the firm of William F. Collins, AIA, Inc. as architect for the Elwood Public Library, for services regarding the library's relocation to 1941 Jericho Turnpike. (Gabrielli, Koster; unanimous)

New York State Construction Grant

There was a motion to proceed with the interior renovation project for your leased space at 1941 Jericho Turnpike, and to designate the funds in the Capital Projects Fund for this purpose. (Gabrielli, Flad; unanimous)

There was a motion to accept the application for a grant from the New York State Public Library Construction Grant Program for the July 1, 2008-June 30, 2011. (Gabrielli, Grossman; unanimous)

NYLA Conference Request

There was a motion to approve Michael Squillante's attendance at the NYLA 2008 Annual Conference in Saratoga Springs, NY, at a cost not to exceed \$800.00.

Period for Public Expression

A member of the public asked a question.

Other

The next Board meeting will be held on Thursday, August 21, 2008, at 7:30 pm.

Executive Session

None.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:32pm. (Grossman, Gabrielli; unanimous)

Respectfully submitted,

Cheryl Gabrielli, Secretary