

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**ELWOOD PUBLIC LIBRARY DISTRICT**  
**held September 22, 2008 at**  
**Elwood Public Library, East Northport, NY**

**Present**

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

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

**Call to Order**

Ms. Lercher called the meeting to order at 7:31 pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – July 24, 2008**

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

**Agenda**

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

**Correspondence**

The Board reviewed one letter from a patron and provided the Director with a draft of a response.

**Financial Report**

The financial reports and warrants were presented.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$39742.52 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. (Gabrielli, Flad; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$15,377.66 from the General Fund. (Gabrielli, Grossman; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$70,078.74. (Koster, Gabrielli; unanimous)

There was a motion to approve payment of Capital Projects expenditures (Schedule 7) from the Capital Projects Fund in the amount of \$181.50. (Flad, Grossman; unanimous)

There was a motion to accept the 2007-2008 financial audit completed by Baldessari and Coster. (Koster, Flad; unanimous)

**Personnel Report**

The President decided that consideration of the Personnel Report would be deferred until after the evening's Executive Session.

**Statistical Summary**

Circulation statistics were presented by the Director. August circulation showed little change.

**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) 1941 Jericho Turnpike (3) Personnel (4) Friends of the Library (5) Offers of donations.

**Committee Reports**

None.

**Old Business**

1941 Jericho Turnpike

Mr. Squillante updated the Board on the current status of 1941 Jericho Turnpike.

**New Business**

None.

Period for Public Expression

None.

**Other**

Ms. Lercher will attend the SCLS Trustee Workshop on October 2, 2008.

The Board received notices for the Annual Staff Recognition Conference.

The next Board meeting will be held on Thursday, October 16, 2008, at 7:30 pm.

**Executive Session**

There was a motion at 7:53pm to adjourn to Executive Session to discuss a Personnel matter. (Flad, Grossman, unanimous)

There was a motion to re-enter Regular Session at 8:22pm. (Flad, Koster, unanimous)

There was a motion to approve the Personnel Report as submitted by the Library Director. (Gabrielli, Koster; motion carried) (Lercher, Yes; Grossman, No; Koster, Yes; Gabrielli, Yes; Flad, Yes.)

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:23pm. (Koster, Grossman; unanimous)

*Respectfully submitted,*

Cheryl Gabrielli, Secretary