

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**ELWOOD PUBLIC LIBRARY DISTRICT**  
**held November 20, 2008 at**  
**Elwood Public Library, East Northport, NY**

**Present**

Susanne Lercher, President  
Marla Grossman, Vice-President  
Randall Koster, Finance Officer

**Absent**

Cheryl Gabrielli, Secretary  
Jacquelyn Flad, Trustee

**Also present:** Michael Squillante, Library Director, Elwood Public Library District; Lisa Diana, Account Clerk; Peter Jespersen, W.F. Collins, AIA.

**Call to Order**

Ms. Lercher called the meeting to order at 7:30 pm. with a quorum present. The Pledge of Allegiance was recited.

**Approval of Minutes – September 22, 2008**

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

**Agenda**

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

**Correspondence**

None.

**Financial Report**

The September and October financial reports were presented.

The September Warrants were presented:

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$29,835.42 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. (Grossman, Koster; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$4,330.48 from the General Fund. (Koster, Grossman; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$44,281.73. (Grossman, Koster; 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. (Grossman, Koster; unanimous)

The October Warrants were presented:

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$28,515.59 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. (Grossman, Koster; unanimous)

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

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$43,590.45. (Grossman, Koster; unanimous)

There was a motion to approve payment of Capital Projects expenditures (Schedule 7) from the Capital Projects Fund in the amount of \$438.75. (Grossman, Koster; unanimous)

### **Personnel Report**

There was a motion to approve the October Personnel report. (Grossman, Koster; unanimous)

There was a motion to approve the November Personnel report. (Koster, Grossman; unanimous)

### **Statistical Summary**

Circulation statistics were presented by the Director.

### **Staff Reports**

#### **Children's Services**

Jessica Toner, Children's Librarian, prepared monthly reports for review.

#### **Adult Reference**

Belle Baxter, Adult Reference Librarian, prepared monthly reports for review.

#### **YA and Technical Services**

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

#### **Accounting**

Lisa Diana, Account Clerk, prepared monthly reports for review.

#### **Director's Report**

Michael Squillante presented his reports to the Elwood Public Library District Board. Topics discussed included: (1) 1941 Jericho Turnpike (2) Personnel (3) Legislative Activities.

### **Committee Reports**

The Facilities Committee met to discuss the Bid Results.

### **Old Business**

#### **1941 Jericho Turnpike**

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

### **New Business**

#### **Final Bid Results**

There was a motion to award the construction contract to W.J. Northridge Construction Corp. in the amount of \$528,161.15. (Koster, Grossman; unanimous)

#### **SCLS Budget**

There was a motion to approve the SCLS 2009 Proposed Budget. (Grossman, Koster, unanimous)

#### **41j Resolution**

There was a motion to adopt the NYS Retirement 41j resolution. (Grossman, Koster, unanimous)

#### **Sick Leave Policy**

There was a motion to amend the Library's Sick Leave Policy. (Koster, Grossman, unanimous)

Period for Public Expression

None.

**Other**

The next Board meeting will be held on Thursday, December 18, 2008, at 7:30 pm.

**Executive Session**

None.

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:15pm.  
(Grossman, Koster; unanimous)

*Respectfully submitted,*

Marla Grossman, Vice-President