

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**ELWOOD PUBLIC LIBRARY DISTRICT**  
**held July 30, 2009 at**  
**Elwood Public Library, East Northport, NY**

**Present**

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

**Absent**

Judith Clarke, Trustee

**Also present:** Michael Squillante, Library Director, Elwood Public Library District; Lisa Diana, Account Clerk.

**Call to Order**

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

**Swearing in of New Trustees**

The Oath of Office will be administered to Ms. Clarke at the September meeting.

**Election of Officers**

Ms. Grossman was nominated and elected to the office of President. (Koster, Gabrielli; unanimous)

Mr. Koster was nominated and elected to the office of Vice-President. (Gabrielli, Lercher; unanimous)

Ms. Gabrielli was nominated and elected to the office of Finance Officer. (Lercher, Gabrielli; unanimous)

Ms. Lercher was nominated and elected to the office of Secretary. (Gabrielli, Koster; unanimous)

**Review of Bylaws**

The Board reviewed the Library's Bylaws.

**Approval of Minutes – June 22, 2009**

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

**Agenda**

There was a motion to adopt the agenda. (Koster, Gabrielli; 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 \$46,139.62 from the General Fund. (Lercher, Koster; 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, Lercher; unanimous)

There was a motion to approve payment of expenditures (Schedule 4) in the amount of \$5,680 from the General Fund. (Koster, Gabrielli; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$47,845.70. (Lercher, Koster; unanimous)

There was a motion to approve the transfer (schedule 6) in the amount of \$20,000 from the General Fund to the Capital Projects Fund. (Gabrielli, Lercher; unanimous)

There was a motion to approve payment of Capital Projects expenditures (Schedule 7) from the Capital Projects Fund in the amount of \$16,909.46. (Lercher, Gabrielli; unanimous)

### **Personnel Report**

There was a motion to approve the personnel report with one correction. (Lercher, 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 recap of Capital Projects Fund activity during construction for review.

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

Michael Squillante presented his report to the Elwood Public Library District Board. Topics discussed included: (1) Facility (2) Personnel (3) Library Activity (4) Community Involvement (6) Audit.

### **Committee Reports**

None.

### **Old Business**

None.

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

#### **Capital One**

New signature cards were signed.

There was a motion to change the Money Market accounts to Capital One Bank's SuperNow accounts. (Grossman, Lercher; unanimous)

### **Period for Public Expression**

None.

**Other**

Ms. Grossman requested that all those present observe a moment of silence in remembrance of Jacquelyn Flad, Founding President of the Board of Trustees of the Elwood Public Library.

Ideas regarding a fitting tribute to Ms. Flad were discussed. After the Board and Director have had an opportunity to speak to Ms. Flad's family, the Board will reach a consensus on something appropriate and meaningful to all.

The next Board meeting will be held on Thursday, September 17, 2009

**Executive Session**

None.

**Adjourn**

There being no further business, there was a motion to adjourn the meeting at 8:41pm. (Lercher, Gabrielli; unanimous)

*Respectfully submitted,*

Susanne Lercher, Secretary