

Approved

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held November 21, 2011 at
Elwood Public Library, East Northport, NY**

Present

Randall Koster, President
Cheryl Gabrielli, Vice-President
Marla Band, Finance Officer
Judith Clarke, Secretary
Susanne Lercher, Trustee

Also present: Michael Squillante, Library Director, Lisa Diana, Business Manager, Elwood Public Library, and two audience members.

Call to Order

Mr. Koster called the meeting to order at 7:32 pm. with a quorum present. The Pledge of Allegiance was recited.

Approval of Minutes – October 20, 2011

There was a motion to approve the minutes. (Clarke; Band; unanimous)

Agenda

There was a motion to adopt the agenda. (Lercher, Clarke; unanimous)

Correspondence

A letter from Ms. Laurie O'Neill was received.

There was a motion to recall Ms. O'Neill's letter of resignation received last month. (Lercher, Gabrielli; unanimous)

There was a motion to accept Ms. O'Neill's letter of retirement. (Gabrielli, Lercher; unanimous)

It was decided to allow Mr. Coster to present the audit at this time instead of later in the meeting.

Financial Report

The financial statements for October were presented.

There was a motion to approve payment of September expenditures (Schedule 2) in the amount of \$69,938.89 from the General Fund. (Lercher, Band; unanimous)

There was a motion to approve payment of September payroll expenditures (Schedule 5) in the amount of \$49,623.48. (Band, Lercher; unanimous)

Personnel Report

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

Staff Reports

Children's Services

Jessica Toner, Children's Librarian, prepared a report for review.

Adult Reference

Belle Baxter, Adult Reference Librarian, prepared a report for review.

Adult Programming

Andrew Story, Adult Reference Librarian, prepared a report for review.

Circulation

Michelle Orlando, Senior Library Clerk, prepared reports for review.

YA and Technical Services

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

Accounting

Lisa Diana, Business Manager, prepared a report for review.

Director's Report

Michael Squillante presented his report to the Elwood Public Library District Board. Topics discussed included: (1) Tax Cap /Budget (2) Personnel (3) Facility.

Committee Reports

None.

Old Business

The library will continue to follow the procedural developments concerning our preparation of reports to the Office of the State Comptroller regarding the Tax Cap.

New Business

Audit Presentation

Al Koster from Baldessari and Koster presented the audit and answered questions the Board had earlier in the meeting.

Acceptance of Audit

There was a motion to accept the 2010-2011 Audit. (Lercher, Gabrielli; unanimous) The Audit will be posted on the Library's website.

SCLS Proposed Budget

There was a motion to approve the 2012 SCLS Proposed Budget. (Lercher, Clarke; unanimous)

Public Library Association Conference Request

There was a motion to approve Michael Squillante's attendance at the Public Library Association's Biennial Conference in Philadelphia, PA from March 14 to 16, 2012, at a total cost not to exceed \$550.00. (Gabrielli, Lercher; unanimous)

Budget/Election Dates

The date of the Elwood Public Library's Annual Budget Vote and Trustee Election is April 3, 2012. There was a motion to approve moving the date of the March Board meeting to March 8, 2012. (Clarke, Band; unanimous)

Period for Public Expression

None.

Other

The next Board meeting will be held on Thursday, January 19, 2012, at 7:30pm.

Adjournment

There being no further business, there was a motion to adjourn the meeting at 8:37 pm. (Band, Lercher; unanimous)

Respectfully submitted,

Judith Clarke, Secretary