

Unapproved

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
ELWOOD PUBLIC LIBRARY DISTRICT
held November 19, 2009 at
Elwood Public Library, East Northport, NY

Present

Marla Grossman, President
Cheryl Gabrielli, Finance Officer
Susanne Lercher, Secretary
Judith Clarke, Trustee

Absent

Randall Koster, Vice-President

Also present: Michael Squillante, Library Director, Elwood Public Library District, Lisa Diana, Business Manager.

Call to Order

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

Approval of Minutes – October 15, 2009

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

Approval of Minutes of Special Meeting – November 7, 2009

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

Agenda

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

Correspondence

An email regarding the Harley PTA Quilt was received.

Financial Report

The financial statements for October were presented.

There was a motion to approve payment of expenditures (Schedule 2) in the amount of \$56,436.13 from the General Fund. (Lercher, Clarke; 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, Clarke; unanimous)

There was a motion to approve payment of July expenditures (Schedule 4) in the amount of \$12,728.59 from the General Fund. (Lercher, Gabrielli; unanimous)

There was a motion to approve payment of payroll expenditures (Schedule 5) in the amount of \$51,849.65. (Gabrielli, Clarke; 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. (Lercher, Gabrielli; unanimous)

Personnel Report

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

Statistical Summary

Circulation statistics for September were presented by the Director. The increases seen since the new facility opened continue. Mr. Story also included reports on adult programming attendance.

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 report 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) Audit (4) Harley PTA Quilt (5) Meeting Schedule (6) SCLS

Committee Reports

None.

Old Business

Annual Audit

There was a motion to approve the 2008-2009 Audit prepared by Baldessari & Coster, LLP. (Gabrielli, Lercher; unanimous)

New Business

SCLS Trustee Election

There was a motion to cast individual ballots for the office of Huntington/Smithtown Representative to the SCLS Board of Trustees. (Lercher, Gabrielli, unanimous)

SCLS Budget Vote

There was a motion to approve the 2010 SCLS Proposed Budget. (Gabrielli, Lercher; unanimous)

GASB 45/Health Insurance in Retirement

There was a motion to approve the Retired Employees Health Insurance Policy as presented. (Gabrielli, Lercher; unanimous)

Records Retention

There was a motion to adopt the NYS Archives Records Retention and Disposition Schedule MI-1 as the Records Retention Policy of the Elwood Public Library. (Lercher, Clarke; unanimous)

Conference Request

There was a motion to approve Michael Squillante's attendance at the Public Library Association Conference in Portland, Oregon, March 23-27, 2010, at a cost not to exceed \$1,750.

Period for Public Expression

None

Other

The next Board meeting will be held on Thursday, January 21, 2010, 7:30pm.

Executive Session

None.

Adjourn

There being no further business, there was a motion to adjourn the meeting at 8:48pm. (Lercher, Clarke; unanimous)

Respectfully submitted,

Susanne Lercher, Trustee