

**Melrose Park Public Library
Board of Trustees Meeting
April 10, 2006**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:00 p.m.

MEMBERS PRESENT: Trustees Culotta, Gustello, Latzke, Misasi, Taconi and Venute.

MEMBERS ABSENT: Trustee Cervone (excused)

ALSO PRESENT: Library Director, Barbara Giordano; Attorney, Russell Syracuse and Business Manager, Lianne O'Brien

II. The Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

III. Secretary's Report

a. Minutes and Communications

On a motion by Trustee Latzke and seconded by Trustee Taconi, it was

RESOLVED THAT THE MINUTES OF THE March 13, 2006 MEETING BE ACCEPTED AS WRITTEN

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. The voice vote was as follows:

Cervone Absent Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea Venute Yea

The resolution was declared passed.

b. Correspondence and Public Comment

The board received a Thank You note from Trustee Cervone for the flowers we sent her while she was hospitalized.

Village Safety Director, James Cernauske will be visiting the Library to determine our disaster preparedness. Firefighter Joe Casale will assist us in preparing for said inspection.

IV. Treasurers Report

a. Approval of Accounts Payable

On a motion by Trustee Misasi and seconded by Trustee Latzke, it was

RESOLVED THAT VOUCHERS **19466** through **19506**, FOR March, 2006 IN THE AMOUNT OF \$28,641.16 BE APPROVED FOR PAYMENT.

Cervone Absent Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea Venute Yea

The resolution was declared passed.

b. Expenditures to Date

Expenditures calculated by the Library were included with the packet. We have not yet received the Village Expenditure report. It is therefore noted that we do not have salary and benefit figures for our report, nor can we determine if the December 2005 expenditures have been "backed out" of the 2006 budget. Lianne will get them to you as soon as she receives them.

V. Director's Report

- A new stove and refrigerator are installed in the lounge
- The new small showcase is installed near the new books. The old one has been given to the Historical Society
- We are beginning preparations for tiling the basement. There is mold under the carpet, and we believe tiling will eliminate the problem. We have ordered an area rug for Storytime Presentations. This can be rolled up for ease of cleaning
- The estimate for a tiling the basement, front entry and kitchen was shared with the board, and Barb explained that due to the mold in the basement, we have already begun the process for tiling down there. With the Summer Reading Program coming up, we want to have it completed.
- We purchased a popcorn machine.
- Nick is back as our Maintenance man. Augie is back at the Village.
- Investigating availability of grants for construction of the front entrance to make it handicapped accessible
- Evaluation of employees for salary increase is proceeding.
- Barb and Fidencio went to Sam's Club for the presentation of a check for \$1,000. for additional Spanish materials
- Todd is having a Latin Film Festival.

Circulation/Technical Services

The Circ/Tech staff was evaluated for the quality of their performance in all aspects of their jobs. We purchased and installed a CD rack extension. We installed a new First Aid Kit, and determined that our defibrillator had never been unpacked. It is now ready to use should the need arise.

Adult Services

For the month of March, the Reference Dept handled 819 in-person reference requests, 164 phone inquiries and 1 e-mail question. We had 2,427 computer log-ins, and collected \$15.00 for non-resident Internet usage.

On the grant front there's good news and bad news. Walgreen's and Jewel Foods rejected our funding requests but Sam's Club approved our request for \$1,000. We'll use those funds for additional Spanish language materials. Barb and Fidencio will be going to Sam's on April 6 for the check presentation.

We're working on two major projects at the moment. The letter of intent for the LSTA grant is due April 19. We've selected a vendor to digitize the historical collection and create the website and have selected and captioned the material to be included (661 images). Based upon our rough cost estimates, we're looking for between \$5,000 and \$7,000 from the state.

Our second major project involves making digital books available to our patrons. We're looking at two different vendors but are leaning towards ListenIllinois, which is partially funded through the Metropolitan Library System. This program will allow Melrose Park patrons who own MP3 players or similar devices to download a complete book from their home computer. ListenIllinois currently offers several thousand titles and is adding approximately 150 new titles each month. Eventually, we're planning on making downloads available from the library as well. This project will be funded through per capita funds.

Youth Services

During the last month in the Youth Services Department, staff members answered 313 reference questions in person from children and their parents, 86 from teens, 21 by phone, and two questions by email. We also logged 179 kids into the game computers. Our questions have ranged from a graphic artist needing illustrations of trucks for a logo to 5th graders desperate for a science fiction novel that won't take them too long to read. After a year of having the desk covered during the day (after being short-staffed the year before), we are beginning to see more traffic before school gets out. Early literacy outreach and preschool services will be one area to focus on during the next school year. Our programs had a total attendance of 44 kids, 23 parents, and 19 teens. The Magic Tree House program is growing very popular, with new kids every time and a great deal of excitement over coming to other programs at the library. A school group of 18 6th graders from Sacred Heart School also came to use our collection. We are hoping that more schools will take advantage of this service in the future.

In March, we have been working on making our collection more appealing to kids and teens. We recently added more face-out shelving (putting the books on stands) and shifted the books down to eye level in order to put more focus on the Juvenile and YA Fiction sections. We want the children to know that the library is good for more than homework help. We also have been distributing music surveys to teenagers to get suggestions for ways to improve our teen music collection. We have been getting an enthusiastic response, with 22 surveys submitted in the first two weeks. All of the surveys indicated that our collection could use some improvement, and over 40 different groups or albums have been suggested. Some of these groups have already been added from the teens' suggestions. We are also taking note of trends and looking to add more rap and reggaeton music as time goes on.

VI. Report of Officers and Committees

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| A. Finance | - NO REPORT |
| B. Building & Grounds | - Trustees Misasi & Venute will contact Pete Urso regarding the air handlers, and will once again broach the subject of the "lime pit". |
| C. Policy Committee | - NO REPORT |
| D. Personnel Committee | -NO REPORT |

E. Attorney

-At the present time, we have a pending court date for April 17, 2006 in the Nancy Wood aka Bradford matter. Mr. Syracuse will keep Barb apprised of any further developments. Mr. Syracuse also explained additional costs.

VI. Unfinished Business

- A. We again discussed the Newsletter, and the possibility of issuing it 4 times per year to all Melrose Park households. We are investigating costs. We would also like to issue it in Spanish. Barb will check with Franklin Park to determine their method for printing and distribution.
- B. Barb's Evaluation was tabled until the May meeting.

President Gustello excused herself at 7:30 due to a prior commitment. There being a quorum present, the meeting continued with Secretary, Mary Taconi presiding.

VIII. New Business

- A. At the request of Trustee Culotta, nominations for officers will be placed on the Agenda for the May, 2006 meeting.

IX. Adjournment

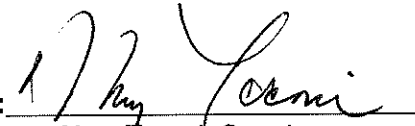
There being no further business, a motion by Trustee Venute seconded by Trustee Culotta it was resolved that the regular Meeting of the Board be adjourned at 7:40 p.m.

When the question was called, the following vote resulted:

Cervone Absent Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea
Venute Yea

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Mary Taconi, Secretary