

**Melrose Park Public Library
Board of Trustees Meeting Minutes
April 14, 2003**

I. Call to Order and Roll Call

The meeting was called to order by President John Culotta at 7:00 p.m. Present at the meeting were Trustees: Culotta, Cervone, Gustello, Latzke, Misasi and Venute. Trustee Alberttis was absent. Also present were Director Italia, Attorney Santana, and Administrative Assistant Holdvogt.

II. Secretary's Report

a. Minutes and Communications

It was moved by Trustee Gustello, seconded by Trustee Misasi, that it be

RESOLVED: THAT THE MINUTES OF THE MARCH 10, 2003 MEETING BE ACCEPTED.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted aye. The resolution was declared passed.

b. Correspondence and Public Comment

There was no correspondence or public comment.

III. Financial Report

a. Approval of bills payable

It was moved by Trustee Gustello, seconded by Trustee Latzke, that it be

RESOLVED: THAT VOUCHERS 18372 THROUGH 18402 BE APPROVED FOR PAYMENT.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted aye. The resolution was declared passed.

Attorney Santana arrived at the meeting at 7:15 p.m.

b. Income/Expenditures to Date

The Village's report of the status of the Library budget was questioned and discussed. Village Comptroller John Gregor will attend the May 12th meeting.

It was moved by Trustee Misasi, seconded by Trustee Cervone, that it be

RESOLVED: THAT THE VILLAGE REPORT OF LIBRARY EXPENDITURES BE ACCEPTED.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted aye. The resolution was declared passed.

IV. Librarian's Report – see also attached

- a. The SBC grant is moving forward, and will be submitted on April 16th. This is a joint venture with Maywood Public Library and Literacy Volunteers of Western Cook County. If accepted, the Library would receive \$18,000 to set up a computer lab with laptop computers, a projector screen, and literacy computer programs.
- b. Executive Service Corps is beginning to call prospective members for the Community Survey.
- c. The motors on the roof need to be replaced. The cost should be about \$1500, with the Village supplying the labor for free.
- d. Library Director and department heads are working to compile a list of goals completed and to be worked on. Trustee Gustello requested that a report on the status of the library's goals be presented quarterly. The library director's goals for the library are to be presented at the May meeting.
- e. Trustees Latzke and Gustello presented an updated version of the Melrose Park Public Library Policy Manual. Copies will be given to all Trustees before the May meeting.
- f. The Director's evaluation will be given after the May meeting.
- g. The Director will report any/all personnel changes for each month.
- h. The Director will report on all library events and incidents that occur in the library.
- i. A chart, showing the Library's chain of power for employees, as well as job descriptions of all employees, will be given to the board at the next meeting.
- j. Trustees Cervone and Gustello questioned whether library employees could wear nametags to communicate their position to the public. Negative comments made to Trustees about staff attitudes toward members of the public were discussed. Staff members are to be courteous and helpful to all members of the public.
- k. Library pages will be receiving new polo shirts as uniforms.
- l. Carol Bach has been hired to serve as a part-time youth services librarian, and another candidate will be interviewed to work part-time in youth services as well. Hannah Hilado and Caridad Crespo are being hired as pages. All library job openings will be posted in Village Hall. A local man has volunteered a few hours a week to help in maintenance. Liability insurance for volunteers is being looked into.

V. Report of Officers and Committees

- a. Finance Committee – A comparison of local libraries salaries was given out; the committee will be meeting soon to draw up a salary schedule.
- b. Building and Grounds – the front stairways were recently repainted and look nice
- c. Policy Committee – Policy handbook presented, see above
- d. Library Expansion Committee – Trustee Latzke and Director Italia met with architects downtown to look at drawings of library floor plans.
- e. Personnel Committee – see above

- f. Attorney – none
- VI. Unfinished Business
- a. Relay for Life is May 16-17th. All Trustees are asked to participate with the library's team, if possible. A minimum donation of \$100 is asked to be raised by each participant.

- VII. New Business
- a. Conference Attendance Policy: current policies for library employees and board members were discussed. The issue is table until the next meeting.
 - b. The option of opening on Saturdays during the summer was discussed.

VIII. Adjournment

It was moved by Trustee Venute, seconded by Trustee Misasi, that it be

RESOLVED: THAT THE APRIL 14, 2003 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED.

All the Trustees voted aye. The meeting was adjourned by the order of the President at 9:20 p.m.

Respectfully submitted,

Pete Venute
Secretary