

**Melrose Park Public Library  
Board of Trustees Meeting  
April 12, 2004**

**I. Call to Order & Roll Call**

The meeting was called to order by President Gustello at 7:02 p.m.

**MEMBERS PRESENT:** Trustees, Cervone, Culotta, Gustello, Latzke, and Venute. Trustee Alberttis arrived at 7:09 p.m.

**MEMBERS ABSENT:** Trustee Misasi

**ALSO PRESENT:** Interim Library Director, Barbara Giordano; Attorney, Gustavo Santana; Library Maintenance, Nick Fiordaliso and Library Administrative Assistant, Lianne O'Brien.

**II. The Pledge of Allegiance was recited by all present.**

**III. Secretary's Report**

a. Minutes and Communications

On a motion by Trustee Venute and seconded by Trustee Culotta, it was

RESOLVED THAT THE MINUTES OF THE MARCH 2004 MEETING BE  
ACCEPTED AS READ.

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:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed.

b. Correspondence and Public Comment

There was no correspondence to discuss, nor were any members of the community present with comments. President Gustello did, however, present a form to be utilized when any member of the public has a comment or question to address.

**IV. Financial Report**

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS 18774 - 18801 BE APPROVED FOR PAYMENT.

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:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed.

b. Income/Expenditures to date.

Income and expenditures were not discussed due to the absence of a report, which was lost in the server crash

#### **IV. DIRECTOR'S REPORT**

Ms. Giordano's report enumerated the many things which have gone wrong in the Library during the last month. First and foremost was the crash of the LAN server, which occurred last week. While no direct cause can be found, it was determined that the server is old, has not been maintained properly, nor was there back up for any of the documents stored there. Having been without virus protection for almost 5 months may also have contributed to the problem by allowing a virus to enter the system. The upshot is, that we have already spent over \$1500.00 in an unsuccessful attempt to retrieve data stored on the server, and Ms. Giordano has ordered a new server which will be installed later this week. Approximate cost is \$4,500.00 plus installation. The new server will automatically back itself up every day, and monthly, a CD will be created of all documents for the month. There was discussion about the location of the server. It is believed that it should be located in the Administrative office, rather than in the public area of the Library.

Additionally, the initial hardware inventory of all Library computers was completed, and recommendation for immediate replacement of 4 computers was received. These are located in Technical Services (2); and are immediately necessary due to system upgrades for Mil Circ., Mil Serials, and Mil Cat from the system. Youth and YA Services, (1) and the Administrative Assistant, (1). We plan to purchase these computers with monies earmarked for technology from the per capita Grant. Approximate cost is \$1,000.00 - \$1,200.00 per.

The Per-Capita Grant check from the state was received in the amount of \$28, 963.75.

The check for \$11,218.00 in last month's accounts payable for Today's Business Solutions was voided because we discovered that a check for \$7500.00 earmarked for the patron reservation system had been sent to SLS for safekeeping. This check was transmitted to TBS, leaving a remaining balance of \$3,768.00 for the system. This check will be written from an SBC grant shared with Maywood Public Library.

Ms. Giordano reported on the Illinois Clean Energy Lighting grant which was received by the Library. She has been working with Pete Urso from the Village of Melrose Park to have the Village electricians complete the work.

She has also been in contact with Phil Schwartz from the Village regarding a new telephone system for the Library. Approximate cost is \$4,000.00. Funds for a new phone system were included in the per-capita grant.

The Technical Services Department has been extremely busy re-cataloging numerous materials for the Adult, Young Adult and Youth Services collections. She has also begun to serve as a resource person for SLS libraries beginning to use Mil Serials, and for report generation.

This afternoon and evening, Youth Services sponsored a program titled "Murder in the Library". It was well attended, and the kids seemed to enjoy it very much. There were prizes, and one Grand Prize for the sleuth who "solved" the murder.

Barb commented on National Library Week, which will also be "fine free" week at the library, and the Summer Reading Program which is in the planning stages right now.

As mentioned above, the TBS patron reservation system should be up and running very soon. We are waiting for SLS to complete their portion of patron types.

We should look into a security system for the building. With all the technology, it may be an excellent idea. Barb will investigate quotes.

She asked permission to investigate quotes for a copier to be located in the administrative office for staff use. It is very frustrating and time consuming to stand in line behind numerous patrons to use the public copier.

Other concerns discussed were a leaking roof, carpeting which is worn and coming up at the seams presenting a hazard to staff & patrons, the building entrance which was looked at by the building inspector and determined to be a hazard.

The floor was ceded to Nick Fiordaliso who discussed a permanent change in his hours of work. With the amount of traffic in the building, it is very difficult to clean carpeting and make sure the library is maintained properly. Nick reported on 3 incidents of vandalism in the mens' restrooms over the past 2 weeks, and stated that he had been called in specially to deal with at least one of these during off hours. He requests that his hours are changed so that he may work from 3:00 pm to 11:00 pm.

On a motion by Trustee Cervone and seconded by Trustee Culotta, it was

RESOLVED THAT NICK FIORDALISO'S WORK SCHEDULE BE ADJUSTED SO THAT HE WILL BE WORKING FROM 3:00 PM UNTIL 11:00 PM BEGINNING ON APRIL 19, 2004

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:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed.

## V. Report of Officers and Committees

- a. Finance - nothing to report.
- b. Building & Grounds - Safety related issues concerning the front entrance to the Library. Stairs/Ramps or both? Trustees Misasi & Venute came in and fixed the Library doors. The doors are still working at this point. Trustees Misasi & Venute are waiting to hear from the Mayor regarding possible construction at the front entrance.
- c. Policy Committee - Trustee Latzke requested clarification as to whether or not the board had discussed ALA & ILA membership for all Librarians. The majority of the members present stated that they had discussed the subject.

- d. Personnel Committee - Tabled
- e. Attorney - No Report

**VI. Unfinished Business**

- a. Summer Saturday hours: The recommendation from the policy committee is to keep the policy as stated

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

RESOLVED SUMMER SATURDAY HOURS WILL REMAIN THE SAME, I.E. WE WILL BE OPEN ON SATURDAY THROUGH JUNE 26<sup>TH</sup>, AND WILL REOPEN ON SATURDAY, SEPTEMBER 11, 2004.

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:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed.

- b. Conference Attendance Tabled
- c. Professional Staff Vacation Tabled

**VII. New Business**

The question of smoking in the staff lounge was addressed.

On a motion by Trustee Alberttis, seconded by Trustee Latzke it was

RESOLVED THAT SMOKING WILL NO LONGER BE ALLOWED IN THE STAFF LOUNGE. AS A PUBLIC INSTITUTION, WE ARE OBLIGATED TO MAINTAIN A SMOKE FREE ENVIRONMENT.

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

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed.

**VIII. Adjournment to Executive Session**

On a motion by Trustee Cervone, seconded by Trustee Alberttis, it was

RESOLVED THAT THE BOARD WOULD ADJOURN TO EXECUTIVE SESSION AT 8:15 P.M.

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

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed, and the Board Adjourned to Executive Session at 8:15 p.m..

**IX. Board Reconvened to Regular Session**

On a motion by Trustee Alberttis, seconded by Trustee Culotta it was resolved that the Board reconvene the regular Meeting of the Board at 9:20 p.m.

When the question was called, the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**A.** The following personnel related motions were discussed & voted upon.

**Motion 1** by Trustee Alberttis and seconded by Trustee Culotta.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**Motion 2** by Trustee Alberttis and seconded by Trustee Culotta.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**Motion 3** by Trustee Cervone and seconded by Trustee Venute.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**Motion 4** by Trustee Cervone and seconded by Trustee Venute.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**Motion 5** by Trustee Alberttis and seconded by Trustee Latzke.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**Motion 6** by Trustee Cervone and seconded by Trustee Alberttis.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**Motion 7** by Trustee Alberttis and seconded by Trustee Gustello.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

**X. Adjournment**

On a motion by Trustee Culotta seconded by Trustee Venute it was resolved that the regular Meeting of the Board Be adjourned at 9.25 p.m.

When the question was called, the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

Respectfully Submitted:  
Lianne O'Brien, Administrative Assistant

Approved: \_\_\_\_\_  
Teri Cervone; Secretary