

**Melrose Park Public Library
Board of Trustees Meeting
April 11, 2005**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:10p.m.

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

ALSO PRESENT: Library Director, Barbara Giordano; Administrative Assistant Lianne O'Brien; Library Attorney, Gus Santana

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

III. Secretary's Report

a. Minutes and Communications

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

RESOLVED THAT THE MINUTES OF THE MARCH 14, 2005 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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea
Venute Yea

The resolution was declared passed.

b. Correspondence and Public Comment

There was no correspondence at this time

IV. Financial Report

a. Approval of Accounts Payable

There brief discussion concerning several of the vouchers. (Mileage reimbursement, News Bank, ACM Elevator, Chicago Metro Fire Protection, and Ricoh).

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

RESOLVED THAT VOUCHERS 19092 - 19122 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:

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

The resolution was declared passed.

b. Income/Expenditures to date.

Lianne explained that the expenditures are for February expenses. We will always be at least 2 months behind due to timing of meetings and check runs. There was also a problem with Baker & Taylor billing. (Had not been paid for months). Conversation with Gail resulted in payment through at least February of this year. The Board also briefly discussed DEMCO. Trustee Cervone requested an overview of checking account expenditures.

V. DIRECTOR'S REPORT

YS Librarian was hired. Her name is Laura Yanchick, and she will be graduating from Dominican in June. She has given notice at her current library (North Aurora) and will be starting here on the 18th of April. Laura speaks some Spanish, and is very energetic. She has been coming in on Tuesdays just to familiarize herself with staff and procedures.

We got the laptop and power point camera. Reference staff is presenting a Resume' workshop during National Library Week.

The Fire alarm system is nearly complete. The annunciator still needs to be installed. The Fire extinguishers needed to be replaced. This company (Customized Protection Service) has been very responsible in the performance of their duties, and has been very accommodating with everything that they've had to do. They have kept us informed at every turn, and have even cleaned up after themselves.

National Library week is April 10th through 16th and is Fine Free week.

Barb is going to 2 different pre-schools during the week to present programs on the importance of reading.

Circulation has increased dramatically. Patrons appear to be very happy.

YS Summer Reading Program is almost ready to go, with the exception of the booklet. Laura will take the lead with that project.

Cindy went to a system circulation meeting. Some Libraries are having a big problem with Identity theft. These are libraries who use 1 bill and the last 4 digits of a Social Security #. They are stealing other people's identities and then stealing library materials. Downers Grove has lost over \$5,000.00. Even though we get some complaints about our ID requirements for obtaining a library Card, (1 Current Photo ID and 1 bill showing their current address) we will not be relaxing the policy.

There was a brief discussion about charging for DVDs, reciprocal borrowing, and losses due to non returns or damaged materials. Most other libraries charge something for loans of DVD's

VI. Report of Officers and Committees

- a. Finance - NO REPORT
- b. Building & Grounds - Trustee Misasi reports that the large tree outside is rotting and must be cut down. We have a new flag. Ceiling above the outdoor stairway needs to be repainted. AC unit in back of building is leaking.

Barb has contacted an AC person, Dennis Reilly, who will replace the unit for \$1150.00. Large windows need to be re-glazed. They are leaking.

- c. Policy Committee - Barb requested input regarding the bereavement leave policy. This is just an item which was presented to her, and she is passing it along to the board. Trustee Cervone noted that this policy is just a guideline; and that no matter how liberal a policy you have, it will not be enough time. Vacation and Meeting attendance policies are complete.
- d. Personnel Committee - Library Restructuring. Loretta requests that Barb present a proposal. The board will rule, and bring it forward.
- e. Attorney - Ernie Rizzo, private investigator is skip tracing Nancy Wood. Mr. Santana will keep the board informed. Patrick Italia has filed a FOI request for Library Board Minutes. Lianne will copy and transmit to Mr. Santana's office. Trustee Cervone noted that minutes should be posted on the website. Lianne will make sure that this is rectified.

VII. Unfinished Business

- A. Committee Structure and re-organization. Personnel: Mary Taconi and John Culotta.
- B. Library Restructuring Proposal will be presented at next meeting
- C. DVD Charges- There was a discussion as to the propriety of charging residents for DVD's. Non-residents will be charged.

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

RESOLVED THAT NON-RESIDENTS WILL BE CHARGED FOR USE OF LIBRARY DVDs.

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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea
Venute Yea

The motion was declared passed.

VIII. New Business

- A. President Gustello thanked Trustee Taconi for picking up an Oak Brook Center gift certificate to be presented to Norma Alberttis along with a framed certificate of recognition and a card signed by the board thanking her for her years of service.

IX. Adjournment to Executive Session

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

RESOLVED THAT THE BOARD WOULD ADJOURN TO EXECUTIVE SESSION
AT 8:20 P.M.

Roll was called, and all members being present, several personnel issues were discussed.

No resolutions were voted upon, but several issues which require further study were put on the agenda for the next meeting .

There being no votes, the Board reconvened to regular session.

X. Board Reconvened to Regular Session

On a motion by Trustee Taconi, seconded by Trustee Latzke it was resolved that the Board reconvene the regular Meeting of the Board at 8:45 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

IX. Adjournment

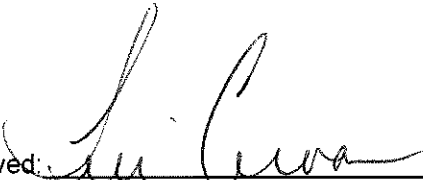
On a motion by Trustee Cervone seconded by Trustee Venute it was resolved that the regular Meeting of the Board be adjourned at 8:46p.m.

When the question was called, the following vote resulted:

Cervone Yea 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: 
Teri Cervone, Secretary