

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
April 9, 2007**

I. Call to Order & Roll Call

The meeting of the board of Trustees, Melrose Park Public Library was called to order by President Gustello at 6:58 p.m.

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

ALSO PRESENT: Library Director, Barbara Giordano; Attorney, Russell Syracuse; Village Safety Director, Jim Cernauske; Director of Public Works, Gary Marine; and Administrative Assistant, 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 Alaimo seconded by Trustee Misasi, it was resolved that the corrected Minutes from January 24, 2007 and Minutes from March 12, 2007 were approved.

When the question was called, the following vote resulted:

Alaimo Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea

The motion was declared passed.

b. Correspondence and Public Comment

President Gustello read a note of thanks from the family of Don Carlini. She also expressed her personal thanks to the board.

IV. Treasurers Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS NUMBERED **19861** through **19896**, FOR MARCH, 2007 IN THE AMOUNT OF **\$18,043.99** BE APPROVED FOR PAYMENT.

When the question was called, the following vote resulted:

Alaimo Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea

The resolution was declared passed.

b. Expenditures to Date

Expenditures For January & February are included in the packet. There was a brief discussion of some items listed in the check register.

In deference to our two guests; Jim Cernauske and Gary Marine; at this time President Gustello skipped ahead to the **Report of Officers and Committees – Building and Grounds**. We will take their report first and come back to the Directors Report so that we do not take more of their time than necessary. (*Notes for this report are located in Section VI*).

V. Director's Report

- Carpeting – The initial quote we obtained, for the carpeting we wanted in the first place was the cheapest quote. Therefore, it has been ordered. The cost is a little higher than it was last year when we were originally quoted. The carpeting will be installed in sections beginning with Tech Services and Circulation.
- A quote for the sign for the "Melrose Park Historical Center", and photos of the signs are here.
- The date for the dedication of the Melrose Park Historical Center is tentatively June 27th at 3:00 pm.
- We're having a portrait of the Mayor done. We are attempting to find a larger picture of Mayor Augie Taddeo.
- Our replacement staffing has been hired. In Youth Services, Victoria Vanlandingham started last week. The second replacement, Eileen Stewart will be starting next week. We need to look into a telephone device for a staff member who is hard of hearing. Lianne will contact the Communication System who installed our phones. In reference we need another part-time person.
- There was a discussion about salaries, budget lines, and the possibility of utilizing the part-time salary line for another half time employee in Reference.
- There was a lengthy discussion concerning grant applications for ADA accessibility, and obtaining assistance with writing the grants. Barb is attending a workshop presented by the State Library at MLS regarding various sources of funding. There may be some other resources for us to follow-up with. Barb will contact Donna Peluso.
- The heat exchanger in one of the rooftop units has been replaced. We had some brief excitement when the new unit was started up! It produced some smoke and an acrid smell. We found that the Fire Alarm System is working perfectly! The library was evacuated and the Fire Department arrived in about 2 minutes! The electrical department discovered that there are some other components that need to be replaced as well.
- We have been investigating the purchase of a new server. This will not replace the existing one, but will enable us to handle the increased numbers of PC's. It will also allow for safe, off-site storage of all of our data, and give us the capability of data retrieval in the event of a disaster without the use of tapes and CD's. The Per Capita Grant will be used for this purchase.

- We are working on a capital outlay inventory, to consider replacement and updating of our existing equipment in an orderly manner, rather than practicing crisis management, when we have a melt down.

Circulation/Technical Services

In Circ/Tech, Cindy and Mary are updating records. For instance, there have been 798 patrons who have been updated from Juvenile to Adult cards during the past year. Preparations for National Library Week, April 15th through the 21st are underway. We will have give-aways, and other activities for patrons.

Adult Services

Over the last two months, Adult Services hosted two programs. February saw a "Ufologist" come in and discuss recent UFO sightings at O'Hare Airport and Oak Lawn. We had about twenty individuals show up for this fun program. In March, John Mullin, sportswriter for the Chicago Tribune, came in to discuss a wide gamut of topics in the Chicago sports scene. We had about a dozen sports fans show up to talk about Lance Briggs, the '85 Chicago Bears, Shoeless Joe Jackson and the 2003 Cubs disaster. John stuck around afterwards to autograph his new book as well.

On a sad note, Beth Rasch gave notice as she accepted a full-time position with the Highland Park PL. We do have a replacement, Rosalie Guerrero, lined up and she's scheduled to start in April. Best of luck to Beth! Barb is also going to explore the idea of possibly adding another reference librarian to the department. Juan does an adequate job at night, but due to his limitations and lack of an MLS, his contributions to the library are somewhat limited. We would like to add a librarian to the department to ensure adequate, **quality** staffing and to provide coverage when Fidencio and Margaret take their vacations and attend conferences. It's difficult right now for either full-timer to take any extended time off due to coverage concerns.

Adult Reference is applying for two LSTA grants this year. Margaret is writing a grant in the "Emerging Grant Writers" category while Fidencio and Margaret (and possibly the new reference librarian) are writing one in the digital imaging category. We've already submitted our letters of intent and the deadline for the grant applications is May 5. This grant is for digitizing the Herald from the years 1941 through 1945. Digitizing the Herald will enhance their accessibility while also making all of these papers searchable to anyone with Internet access. Ultimately, the digitized papers will be hosted on the Illinois Digital Archives servers. This year's grant cycle is emphasizing WWII and we feel this project would fit in very nicely with what the state is looking for. Karen Egan from the Illinois State Library, Gretel Stock-Kupperman from MLS and Alyce Scott from the Illinois Digital Archives are all helping us with the grant process. Fidencio and Margaret attended an MLS LSTA seminar in March and Fidencio will be attending an MLS grant-writing seminar at Moraine Valley CC on April 5. Hopefully we'll have better luck this year than last year.

At long last, our local history website is up! www.historicmelrosepark.org is the web address (different from what we announced in January's report) and it includes seven different photographic galleries, including the 1920 tornado, the library's history and the Winston Park development. We'll be training in the next few weeks with Versatile Computer Services on how to maintain and add to the site.

Also in March, Margaret and Beth held their first book discussion group. The book was *Lucia, Lucia* and we had three attendees. We'll try again in April when the book will be *The Lovely Bones*. Margaret and Beth also did a little outreach at the Melrose Commons assisted living facility and signed up about eight residents, who we also enrolled in our Books@Home program.

Lastly, Barb bought us some new shelving which has allowed us to increase the number of new fiction titles we can put out on display. Happily, we've already had several patrons compliment the library on the new shelves.

Youth Services

March was very busy for the youth services department. Laura left as head of the department and I took over as interim supervisor. We hired two new staff members, Victoria Vanlandingham and Eileen Stewart. Victoria comes from the River Forest Library and has already proven to be a huge asset to our department. Having worked at River Forest she knew how to use our systems and was able to jump right in. She is energetic and great with the kids. She has already planned her April and May programs and is into planning her summer reading programs. We are thrilled to have her. Eileen comes to us beginning in April and she is very excited to have landed the position.

We reduced the number of programs we offered this month. Our hope is to hold fewer programs that are more relevant. We feel this will increase attendance at the ones we hold. We had 12 programs and a total of 96 attendees. We are encouraged by the numbers and will continue with this strategy. Teen book club continues to be a huge draw and we have 10 teens that consistently come to the program (and read the book). We changed the computer hours to homework only from 3-7pm, Monday through Thursday. The new computer hours are helping to insure that the children get a chance to complete school work. Even with the new restricted hours our games only computer use was up this month to 228 uses. Our reference questions were up to 620 general and 185 YA. We also blocked "My Space" from the youth computers.

The youth services staff is all working together to plan summer reading and for my upcoming maternity leave. I will be off for 8 weeks, beginning in May, and that will coincide with the beginning of summer reading. I have planed to be here for volunteer training. Letters have been set out to solicit additional funding and prizes for summer reading. I will be personally following up with most of the potential donors at the end of the month. Fidencio and I have applied for a small grant from Sam's Club for additional funding as well. All other aspects of summer reading will be well planned and I will be available for any questions the staff may have.

We are also looking forward to National Library Week beginning April 16th. We have a Magic Show performer coming in on April 17th for all ages, a Captain Underpants Party for the young ones, and a Teen Lock In. All of these programs have many children signed up already. We look forward to another great month here in Youth Services.

VI. Report of Officers and Committees

A. Finance, Policy and Personnel Committee

Gustello/Latzke/Cervone/Taconi

President Gustello commented on an article from ILA REPORTER concerning the Illinois Open Meetings Act and contemporaneous communication of a majority of a quorum via e-mail and/or other forms of communication concerning library business, could be considered in violation of the act. There will be copies in the next board packet, and further discussion is tabled.

B. Buildings & Grounds Committee

Alaimo/Culotta/Misasi

Mr. Cernauske, Village Safety Inspector, explained that the asbestos in the basement crawl space must be removed. It has been disturbed, and now poses a danger. The estimate we received is for \$4475.99, (\$1250.00 of which goes directly to the County), so actual work is costing us \$3,225.00). The company has applied for the permits. The job requires a 10 day posting. If the county wants to come out and inspect the job, they may do so during this time period. In any case, the contractors will be here on the morning of the 18th. They estimate that the job will take 2 days.

Mr. Marine, Director of Public Works, explained that we have overhead sewers and an ejector pit underneath the building. One of the problems is that the floor in the crawl space is not concrete, and the seal around the pump cover needs to be replaced. Mr. Carpanzano will use a camera to check the roof vents to determine if there is any blockage there. Once the cause of the sewage smell is determined, they will correct the problem, and pour a concrete floor.

Trustee Alaimo brought up the issue of the front entrance, and the "Catch 22" position we are in regarding funding to repair and revise the front entrance. We are not eligible for grant money because we are not ADA Accessible, and we cannot become ADA Accessible without grant money. He wondered if there could be a partnership between the Village & the Library, by which we would reimburse the Village over time.

There was a brief discussion about the air conditioners.

C. Attorney

Another check was received from Nancy Wood (aka Bradford). Copies of the check were not included with the packet. Lianne will provide them next month.

VII. Executive Session– Board Retired to Executive Session

On a motion by Trustee Cervone seconded by President Gustello, it was resolved that the Board retire to executive session at 8:00 pm for the purpose of discussing matters of personnel and matters of probable and/or imminent litigation.

When the question was called, the following vote resulted:

Alaimo Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea

The motion was declared passed.

- A. There was a brief discussion with Attorney Syracuse concerning a recent termination. The most recent communication is a personnel records review request. A copy of the Village Employee Manual was also requested. We will comply with this request, and the employee may pick the material up here at the library. We need to obtain a signature when the materials are picked up.
- B. There was a brief discussion of appropriate chain of command and janitorial staffing arrangements.
- C. There was a discussion of job descriptions. We will investigate and come back to the group.

VIII. Board Reconvened to Regular Session

On a motion by Trustee Misasi, seconded by Trustee Latzke, it was resolved that the Board reconvene the regular Meeting of the Board of Trustees at 8:15 pm.

When the question was called, the following vote resulted:

Alaimo Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea

The motion was declared passed.

IX. Unfinished Business

- A. Carpeting issue is resolved.

X. New Business

- A. Trustee Culotta will provide the information about the ALA Convention and we will work on reservations.
- B. Trustee Latzke will be in the DC area during the convention and will also attend. The Library will cover expenses for both.
- C. Trustee Cervone reminded the Board that they are required to attend educational programs during the course of the year.

XI. Adjournment

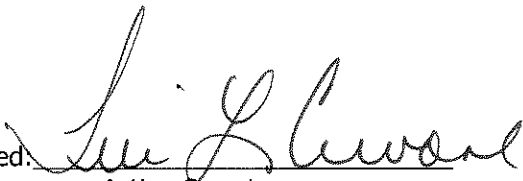
There being no further business, on a motion by Trustee Taconi seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:26 p.m.

When the question was called, the following vote resulted:

Alaimo Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Acting Secretary