

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
April 16, 2008**

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 Bonilla-Lopez, Cervone, Culotta, Gustello, and Misasi

MEMBERS EXCUSED: Trustees Alaimo and Latzke

ALSO PRESENT: Library Director, Barbara Giordano; Library Attorney, Russell Syracuse; and Administrative Assistant, Lianne O'Brien.

II. The Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

President Gustello thanked the board for making the adjustment to the meeting date.

III. Secretary's Report

A. Minutes and Communications

On a motion by Trustee Culotta seconded by Trustee Misasi, it was resolved that the Minutes from March 10, 2008 were approved.

When the question was called, the following vote resulted:

Alaimo Excused Bonilla-Lopez Yea Cervone Yea Culotta Yea Gustello Yea Latzke Excused Misasi Yea

The motion was declared passed.

B. Correspondence and Public Comment

Barb presented 2 letters for grants obtained by Julia Gregory in Adult Services, and by Susie Gutenberger in Youth Services. Information is detailed in the Director's Report.

IV. Treasurers Report

A. Approval of Accounts Payable

On a motion by Trustee Cervone and seconded by Trustee Culotta, it was resolved that vouchers for March, 2008 numbered **20249** through **20283** in the amount of **\$20,106.65** were approved.

When the question was called, the following vote resulted:

Alaimo Excused Bonilla-Lopez Yea Cervone Yea Culotta Yea Gustello Yea Latzke Excused Misasi Yea

The resolution was declared passed.

B. Income & Expenditures to Date

Current reports are included in the packet; (Village & Library for the same time period) and were discussed. The Board's attention was called to an additional line item which was added to the budget. This is "6719 - Building Improvements". We intend to transfer funds from 6546 through a Budget Amendment. This will be prepared and added to next month's agenda for a vote by the Board.

There was a question about the "Overtime" Line Item. Director Giordano explained that the custodians were the only people to get overtime, and this was for snow shoveling, which had to be done on a regular basis during the winter. While the village dows plow most of the sidewalk, we still have to clear the stairs.

II. Director's Report

- We received the check for the Per Capita Grant in the amount of \$28,053.13. This is earmarked for computer replacement, and for the 2 learning computers in the childrens department.
- We have ordered 7 new computers. We are recycling the old ones, and they will be used in other areas of the Library. We also ordered 2 of the baby computers and a desk and chairs. There was also some equipment that is necessary for circulation and technical Services.
- All extraneous groups meeting in the library have been moved to the Senior Building. Groups continuing to use the library are the Historical Society, the VFW, our ESL classes, and the Secretary of State.
- The packet includes the new MLS agreement for your approval.
- We have the salary increases to be voted upon.

- So far, we have one proposal for the replacement of the roof from Jim Cernauske. It is \$97,000.00 (without tuck pointing). Two others are coming from Gary. One for \$129,000.00 and one for \$149,000.00. There was a discussion about different methods of roofing, and the necessity of tuck-pointing
- The departmental reports below enumerate multiple grants received by our staff members.
- The concrete work in the basement is complete, and Joe and Chuck are working down there painting and patching, etc. It will be sealed by the end of the month. There is still a smell, but it is much better.
- The Electrical Department installed an additional outlet in the Administrative office to ameliorate the problem with tripping breakers due to the laminator, copier, and other equipment. They also installed some extra breakers in the basement.
- We are still waiting for the final drawings for the front entrance.
- All full-time staff attended a “Violence in the Workplace” seminar at the Village.
- The Mail-station 2 is up and running.
- Our telecom company has not returned calls regarding a TTY. Lianne is going to attempt to get a response directly from AT&T.
- The program with Mr. Smarty Pants was really well received. The kids had a ball and they plan to have him again in the fall.
- National Library Week is April 14th through 19th. There are multiple programs and give-aways.
- The Village is installing CC Video surveillance cameras all over town. We will have one on the Library Roof.
- There is a Historical Marker currently located near Banco Popular which will be moved to the Library.

Circulation/Technical Services

During the months of March & April, Circulation/Technical Services has carried on performing their regular duties. Cindy has participated in multiple meetings at the system regarding the circulation policies and procedures rewrite. She also provided Lianne with a big assist by generating Departmental folders in the Board Report File. Within the department, it has been a busy, but again, an unremarkable month.

Adult Services

In March, Adult Reference's grant writing efforts finally started to pay off. Margaret applied for and received a \$1,100 grant from Alberto-Culver. This grant will go towards three Latino heritage cultural programs: one covering the arts, one for history and one for dance. These are scheduled to run in May, June and July. Julia received a \$5,000 "American Dream Starts @ Your Library" grant from Dollar General/ALA. This will allow us to purchase Rosetta Stone software, which will assist English speakers in learning Spanish and for Spanish speakers to learn English. We will also have funds to add to our ESL collection and to contribute resources to the American Dream Toolkit, an online resource that assists libraries in serving their growing immigrant populations.

Reference also began the process of applying for two major grants. Julia and Heidi are applying for a National Endowment for the Humanities "Preservation Assistance Grant for Smaller Institutions". We hope to buy archival storage equipment and environmental monitoring systems for our deteriorating local history collection. Part of the grant will go towards training staff on the proper handling of archival materials. Margaret and Fidencio are trying once again for an LSTA Digital Imaging grant to digitize our WWII-era copies of the Herald. As an effort in enhancing this year's application, Margaret received a letter of support from noted documentarian Ken Burns.

In March, the Adult Services computers (both public and staff) received an upgrade to the 2007 Microsoft Office Suite.

We also conducted the first of two workshops funded with our 2007-2008 LSTA grant. This "Revamped Resumes" workshop was well attended as we had all twenty openings filled. Participants received resume-writing books and one-on-one assistance in writing their resumes. We also had an interpreter on hand to aid our Spanish-speaking patrons. Additionally, a portion of the grant funds went towards enhancing our resume-writing book collection in both Spanish and English. The library received very positive feedback on this program and Adult Services may hold additional workshops in the fall. Part 2 of this grant (a job interviewing workshop) was held in April.

Youth Services

We are very excited this month in the Youth Services department; we had over 600 juvenile reference questions. This is our highest number yet! We had 20 telephone reference questions, 121 young adult and 2 emails. There were 338 game/typing computer sign ups; this large number is due to spring break. We also had 90 people sign on to our children's home web page and 82 for the teen site.

Our programs were a hit this month with 198 children at 10 programs. Our most popular program was the showing of the movie "high School Musical"; they sang along and danced in their chairs. Storytime has taken off with 10 families attending one week. Jennifer continues to do a great job with this birth to five-year age group and we are planning to expand Storytime during summer reading. I had 22 children at my music program and am going to do a similar program for summer reading.

We are currently planning our Summer Reading "Catch the Reading Bug" schedule now. Our department will have all dates set and programs scheduled by April 15th. I will then begin to schedule

the school visits for May. We have many grant applications out and are waiting to hear back. We plan to invest in insect books for all ages and have a good deal of passive programming planned to enhance learning in this vital area. It is our hope to inspire the children to learn more about bugs and insects in a fun and interactive way. Many children have asked to volunteer again this year and we are confident t we will have plenty of volunteers to go around.

April brings National Library Week and we have a packed week planned. Starting the week off will be Mr. Smarty Pants, performing balloon tricks while teaching the children how simple machines work. This month we are also starting a “tween” book club for 3-6th graders. There are 10 children signed up for the first meeting and hope it will be a successful as our ever-growing teen book club.

Starting in May I will become the Vice President of the Northwest Youth Services Librarians Group, through the Metropolitan Library System. The office has a tern of one year and then I will become president the following year. As Vice President I will be assisting the MLS staff and other officers in the training of area Youth Services Librarians on different software our group is beginning to use. Fidencio and I will also host the May meeting of our Middle Managers Group, here, at the library.

This just in! The Library has been awarded a grant from the National Endowment for the Humanities and the American Library Association of a “We the People” bookshelf. The materials should arrive in a few weeks and will stay in our permanent collection. We are much honored to receive this grant and believe the American history books will be indispensable to our children for years to come.

VI. Report of Officers and Committees

A. Finance, Policy and Personnel Committee - Gustello/Latzke/Cervone/Bonilla-Lopez/Alaimo

- No Current Report

B. Buildings & Grounds Committee - Culotta/ Misasi/Alaimo

- Was discussed in the context of the Director’s Report

C. Attorney - Russell Syracuse

- Nancy Wood did indeed send us a check for \$400.00 dated February and March. Mr Syracuse sent another letter to inform her that she had missed her January payment. He will keep the board apprised of any further developments

III. New Business

Barb presented the change of status notices to the board. After review by the trustees, it was determined that a motion could be called.

On a motion by Trustee Cervone and seconded by Trustee Bonilla Lopez, it was resolved that staff salary increases for July, 2008 were approved.

When the question was called, the following vote resulted:

Alaimo Excused Bonilla-Lopez Yea Cervone Yea Culotta Yea Gustello Yea Latzke Excused
Misasi Yea

The resolution was declared passed.

VII. Unfinished Business

- A. Library Insurance – Salvino gave us the cheapest quote with upgraded coverage, so we will continue on with him.
- B. Page Job Descriptions – Loretta will sit down with Cindy and go over the PD so we can get it off the agenda. We will work on them over the summer, and have them ready to present them to the Board in September

VIII. Adjournment

There being no further business, on a motion by Trustee Misasi seconded by Trustee Cervone it was resolved that the regular Meeting of the Board be adjourned at 7:52 p.m.

When the question was called, the following vote resulted:

Alaimo Excused Bonilla-Lopez Yea Cervone Yea Culotta Yea Gustello Yea Latzke Excused
Misasi Yea

The motion was declared passed.

Respectfully Submitted
Lianne O'Brien, Administrative Assistant

Approved: _____
Secretary