

**Melrose Park Public Library  
Library Board Meeting Minutes  
February 10, 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: Cervone, Gustello, Latzke and Venute. Trustees Misasi and Alberttis were 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 Latzke, that it be

RESOLVED: THAT THE MINUTES OF THE JANUARY 13, 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 the trustees voted AYE. The resolution was declared passed.

b. Correspondence and Public Comment

i. A flyer for a Suburban Library System Levy and Budget Preparation workshop was distributed. Trustee Latzke will be attending.

ii. A solicitation for an advertisement for the Flowers of Italy Club was discussed. It was moved by Trustee Cervone, seconded by Trustee Latzke, that it be

RESOLVED: THAT A HALF-PAGE ADVERTISEMENT FOR THE AMOUNT OF \$50.00 BE PLACED IN THE FLOWERS OF ITALY BANQUET BOOKLET.

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

iii. The Melrose Park Senior Center sent over tickets for their spaghetti dinner. A sign will be placed near the circulation desk stating that tickets may be purchased at the library for the event.

Trustee Alberttis arrived at the meeting at 7:15 p.m.

iv. The American Cancer Society Relay for Life will be held May 16-17 at Ralph "Babe" Serpico Field in Melrose Park. A library team consisting of board members and staff will participate. It was

moved by Trustee Cervone, seconded by Trustee Alberttis, that it be

RESOLVED: THAT A REGISTRATION FEE OF \$25 BE PAID FOR A LIBRARY TEAM FOR THE AMERICAN CANCER SOCIETY RELAY FOR LIFE.

- v. Trustee Gustello announced that on February 27, District 89 is holding an event, "Put your Heart into Education." It begins at 8:30 a.m. at Ninth and Walton and includes tours of the district's schools.

### III. Financial Report

#### a. Approval of Bills Payable

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

RESOLVED: THAT VOUCHERS 18306 THROUGH 18338 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 the trustees voted AYE. The resolution was declared passed.

#### b. Income/Expenditures to Date

- i. There was a discussion of book bindery expenses for the month of January.
- ii. The end of the year budget report for 2002 from the Village was discussed.
- iii. Petty cash expenses and procedures were discussed.

### IV. Librarian's Report (attached)

- a. There is a part-time reference position open, due to a staff member leaving. Interviews are currently being conducted.
- b. The Equalized Assessment Value is higher for the current year, which should increase library revenues as well.
- c. Literacy Volunteers of Western Cook County are expanding into Melrose Park and are seeking a partnership with area libraries to increase knowledge of its literacy/GED programs.
- d. The new library webpage is available to view from the current page. It will soon be completely done. It was moved by Trustee Latzke, seconded by Trustee Cervone, that it be

RESOLVED: THAT KIMBERLY LITLAND BE COMMENDED WITH A LETTER OF APPRECIATION FROM THE LIBRARY BOARD FOR HER WORK IN OBTAINING FUNDS FOR AND CREATING A NEW LIBRARY WEBPAGE.

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

V. Report of Officers and Committees

- a. Finance Committee: No report at this time
- b. Building and Grounds Committee: No report at this time
- c. Policy Committee: a study of personnel policy, integration of village policies and library practices will be started shortly.
- d. Library Expansion Committee: No report at this time.
- e. Personnel Committee: No report at this time
- f. Attorney's Report: He was able to contact Peter Sawers from Executive Service Corps and addressed issues with the first contract draft. The second draft of the contract was discussed. It was moved by Trustee Cervone, seconded by Trustee Latzke, that it be

RESOLVED: THAT THE EXECUTIVE SERVICE CORPS CONTRACT BE ACCEPTED.

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

VI. Unfinished Business

- a. Executive Service Corps Contact: a motion was passed to accept the contract (see Attorney's Report).
- b. The salary schedule and the possibility of a letter to staff members concerning the timing of raises were discussed.

VII. New Business

- a. A library advertisement on a map of Melrose Park sponsored by the Melrose Park Chamber of Commerce was discussed. It was moved by Trustee Gustello, seconded by Trustee Cervone, that it be

RESOLVED: THAT A 2" X 2½" ADVERTISEMENT COSTING \$395 BE PLACED IN THE CHAMBER OF COMMERCE MAP.

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

- b. Library card policy changes. A discussion was held concerning the pros/cons of accepting a foreign government consulate card as a primary form of identification. It was move by Trustee Latzke, seconded by Trustee Alberttis, that is be

RESOLVED: THAT A FOREIGN GOVERNMENT CONSULATE CARD BE ACCEPTED AS A PRIMARY FORM OF IDENTIFICATION FOR OBTAINING A LIBRARY CARD.

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

VIII. Adjournment

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

RESOLVED: THAT THE FEBRUARY 10, 2003 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED.

All the trustees voted AYE. The resolution was declared passed. The meeting was adjourned by the order of the President at 8:45 p.m.

Respectfully submitted,  
Pete Venute, Secretary