

**Melrose Park Public Library
Board of Trustees Meeting
February 9, 2004**

I. Call to Order and Roll Call

The meeting was called to order by President Gustello at 7:05 p.m.

MEMBERS PRESENT: Trustees: Cervone, Culotta, Gustello, Latzke, Misasi, and Venute. Trustee Alberttis arrived at 7:10 p.m..

MEMBERS ABSENT: None.

ALSO PRESENT: Library Director, Patrick Italia; Reference and Adult Services Department Head, Kimberly Litland; Youth & Young Adult Services Department Head, Barbara Giordano; Library Attorney, Gustavo Santana; and Library Administrative Assistant, Lianne O'Brien.

II. Secretary's Report

a. Minutes and Communications

It was moved by Trustee Culotta, seconded by Trustee Misasi, that it be

RESOLVED: THAT THE MINUTES OF THE JANUARY, 2004 MEETING BE ACCEPTED IN DRAFT FORM PENDING RESOLUTION OF SOME QUESTIONS TO BE ANSWERED IN CLOSED SESSION.

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

b. Correspondence and Public Comment

President Gustello introduced the flier from Club Napolitano concerning an ad in their community directory. It was moved by Trustee Cervone and seconded by Trustee Venute, that it be:

RESOLVED THAT \$50.00 BE SENT TO CLUB NAPOLITANO FOR A HALF-PAGE AD FOR THE LIBRARY TO BE PLACED IN THEIR DIRECTORY. IT WAS FURTHER RESOLVED THAT SAID AD SHOULD CONTAIN THE NAMES OF ALL TRUSTEES AND THE LIBRARY DIRECTOR.

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

President Gustello announced that "Relay for Life", an event to benefit the American Cancer Society, is to be held June 18th-19th, 2004. The Library sponsored a team last year, and the question as to whether or not we should again participate was introduced. It was moved by Trustee Cervone, and seconded by Trustee Culotta that it be:

RESOLVED THAT WE SEND A CHECK FOR \$25.00 TO REGISTER A LIBRARY TEAM TO PARTICIPATE IN "RELAY FOR LIFE".

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

Director Italia presented a Meeting Room Request from Sandra Saldona, Triton's ESL Teacher, who holds her classes at the Library. Triton did not have a class for her this quarter, and she requests that she be allowed to use the Meeting Room to teach a class on her own. The discussion centered on liability insurance, as Ms. Saldona would not be covered under Triton's liability umbrella. It was moved by Trustee Latzke, and seconded by Trustee Cervone that:

THE MEETING ROOM REQUEST BE APPROVED PROVIDED THAT MS. SALDONA PROVIDE EVIDENCE OF LIABILITY INSURANCE.

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

Director Italia mentioned that another meeting room request was received from Mr. Fernando Flores, a 4th grade teacher at Melrose Park School, who has used the room in the past to conduct a nutrition program. As the request form was not available at the meeting, President Gustello requested that it be faxed to her for review and then approved.

III. Financial Report

a. Approval of Bills Payable

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

RESOLVED: THAT VOUCHERS 18706-18736 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 Trustees voted AYE. The resolution was declared passed.

c. Income/Expenditures to date

There was a short discussion on line items for travel and meeting expense. The board members also discussed line items for full and part-time salaries in the new budget. There were no receipts to date.

IV. Director's Report

Director Italia announced that employees may use the Village facilities, twice a year at a reduced cost. For further information inquiries may be directed to the Civic Center desk.

Director Italia reported that the Village is due to begin the process of inventory to comply with GASB 34 regulations for reporting of capital assets.

The new Street & Water department building will open in March.

Director Italia reported on the circumstances leading to the transfer of Augie Pirozzoli to the Civic Center maintenance department. He also informed the Board that Nick Fiordaliso had been hired to replace Augie, and began work on February 2, 2004. Nick has a lot of experience in building maintenance, and seems to be working out very well.

We had our routine elevator inspection. Thompson Elevator Inspection Service noted that a pressure test is due next month. They recommended that we install a pit ladder and a light in the pit in order to conform to code.

Director Italia presented the board with a comparison of per-capita expenditures by Public Libraries in the surrounding areas. There ensued a discussion about promoting the library and other funding sources, which could be tapped.

Library Advocacy Day will be held in Springfield on April 21, 2004
Trustee Latzke reported on the merger between SLS and the Chicago Library System. The final plan of operation must be completed by the end of the month. He stated that SLS will hold a majority of votes in the combined organization.

Director Italia informed the Board that virus protection for the library's computers has expired, and that a site license for 25 computers was ordered from Versatile. He also mentioned that he had been exploring options for technical service and maintenance of the Library's computer systems in order to decrease the cost of utilizing a private vendor for these services.

Pat reminded the board about LACONI's 50th Anniversary Celebration Dinner on April 30, 2004.

V. Report of Officers and Committees

- a. Finance – President Gustello noted that developing a salary schedule – pay scale for the library had been previously discussed. Trustee Latzke will schedule a meeting with the Finance Committee to work on this and present it to the entire board.
- b. Building and Grounds –Mr. Misasi reported that the stairs at the front entrance to the library are damaged, and that we should get a proposal for replacing them. President Gustello remarked that a ramp would make us more handicapped accessible. A brief discussion ensued
- c. Policy Committee – Trustee Latzke presented a draft of a Travel & Meeting Policy. There was a brief discussion concerning guidelines and priorities.
- d. Library Expansion Committee – no report
- e. Personnel Committee – no report

VI. Unfinished Business

- a. Not discussed

VII. New Business

- a. Not Discussed

VIII. Executive Session

It was moved by Trustee Cervone, seconded by President Gustello that it be

RESOLVED THAT THE FEBRUARY 9, 2004 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED TO EXECUTIVE SESSION AT 9:10 PM.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. The trustees voted AYE, and the meeting was adjourned to Executive Session at 9:10 PM.

IX. Adjournment

Respectfully submitted:
Lianne O'Brien; Administrative Assistant

Approved: _____
Terri Cervone; Secretary