

**Melrose Park Public Library
Board of Trustees Meeting
February 14, 2005**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:00p.m.

MEMBERS PRESENT: Trustees Culotta, Gustello, Latzke, and Misasi

ALSO PRESENT: Library Director, Barbara Giordano; Administrative Assistant Lianne O'Brien; Library Attorney, Gus Santana; and new appointee to the Board of Trustees, Mary Taconi

MEMBERS ABSENT: Trustees Cervone, Taconi and Venute

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 January 10, 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 Absent Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Absent
Venute Absent

The resolution was declared passed.

b. Correspondence and Public Comment

President Gustello read "thank you" letters to the Board from RICOH Business Machines for our business, Sacred Heart School for books donated to their classroom libraries, and from Stevenson School for Barb's participation in Reading Day.

A letter from the Secretary of State awarding our per capita grant was read. The amount of the grant is \$28,940.58.

IV. Financial Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS 19039 - 19064 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 Absent Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Absent
Venute Absent

The resolution was declared passed.

b. Income/Expenditures to date.

There was a brief discussion of the new budget; the fact that it is slightly less than last year, and the budgeted amount for periodicals.

Accepted as presented.

V. DIRECTOR'S REPORT

Barb addressed the issue of charging for the use of DVD's. There was an extensive discussion of the needs of our patrons and our responsibility for meeting their needs. While we set a limit of 2 DVD's at a time, patrons are ordering more DVD's on-line for interlibrary loan. It was determined that we need to look at the issue further before determining a charge.

Jennifer is leaving in 2 weeks. She is the part-time Youth Services Assistant. She will be going to Oak Park for more money (\$12.00 here vs. \$16.00 there). We need to have a full-time department head for YS and for Reference. The situation is becoming more & more difficult for Barb. We can manage with part-time people as long as we have a core of full-time department heads.

The Summer Reading Program theme for this year is , "Dragons, Dreams and Daring Deeds". The program will have to be changed because of the loss of Jennifer. We just don't have enough staff.

There was a discussion of staffing needs and the fact that we need a full-time YS manager and a full-time Reference Manager. Both of these positions are existing, and are vacant. There are several of our Reference people who will be completing their MLS degrees very soon, and will be leaving. The longest they will be here is the end of August. When this happens, without more staff, we will not be able to stay open.

Barb will put an ad in to MLS, and a notice on the board at Dominican University.

Barb addressed the issue of raises for the part-time staff. Loretta will deal with any problem with the Village. Loretta signed the change of status forms for Nick, Lourdes, Fidencio, and Juan.

Barb informed the Board that we had a call from a librarian in Napa Valley, CA requesting an employment reference on Nancy Bradford. After discussion with the librarian, we determined that the person was our Nancy Wood. Barb was honest with the woman, and told her the truth about Nancy's employment history at Melrose Park. Barb requested that the woman have Nancy contact us to complete some unfinished business. Nancy called Barb, somewhat put out because she had told the librarian that Nancy walked out here. Barb told Nancy that she owed the library \$5100.00. Nancy said that she would mail us a check. It has not been received as yet, but we'll give it some time before taking further action.

There was some discussion concerning Michael Donahoo, our most recently hired page who is not working out. Loretta stated that we'd have to let him go. They will hire Tom Esposito in his place.

VI. Report of Officers and Committees

- a. Finance - NO REPORT
- b. Building & Grounds - NO REPORT
- c. Policy Committee - NO REPORT
- d. Personnel Committee - NO REPORT
- e. Attorney - Explained to Pat Italia's attorney the procedure for obtaining the records he requested. Provided him with the appropriate forms. Will give Nancy some time to respond with a check.

VII. Unfinished Business

- A. We need to define the acceptable level of service for our public library and provide the staffing, equipment & materials to accomplish this.
- B. Annunciator Panel and fire alarm system should be taken care of for safety of all.
- C. Library restructuring policy should be developed by the policy and personnel committees.
- D. DVD Charges
- E. Italia & Wood
- F. Barb's Salary – Loretta will contact personnel to determine the salary Pat Italia was making, and check with area Libraries . Per Henry, any adjustment should be retroactive to at least January.

VIII. New Business

None was discussed

IX. Adjournment


On a motion by Trustee Culotta seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:00 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Teri Cervone, Secretary