

**Melrose Park Public Library  
Board of Trustees Meeting  
February 13, 2006**

**I. Call to Order & Roll Call**

The meeting was called to order by President Gustello at 6:56 p.m.

**MEMBERS PRESENT:** Trustees Cervone, Culotta, Gustello, Latzke, Misasi, Taconi and Venute.

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Library Director, Barbara Giordano; and Business Manager, 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 Latzke and seconded by Trustee Taconi, it was

RESOLVED THAT THE MINUTES OF THE January 9, 2006 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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea Venute Yea

The resolution was declared passed.

b. Correspondence and Public Comment

President Gustello read letters to the Board from the Mt. Carmel Feast Committee and Man of the Year Nominee Rick Beltrame; and from The Flowers of Italy soliciting donations for ads in the Feast booklet and the Flowers of Italy booklet. It was determined that we would purchase ½ page ads at \$50.00 each.

**IV. Treasurers Report**

a. Approval of Accounts Payable

On a motion by Trustee Venute and seconded by Trustee Misasi it was

RESOLVED THAT VOUCHERS **19401** through **19432**, FOR January, 2006 IN THE AMOUNT OF \$13,002.91 BE APPROVED FOR PAYMENT.

There was a brief discussion concerning several of the vouchers. After a full discussion thereof, President Gustello called for a vote upon the motion to adopt the resolution as read. The voice vote was as follows:

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

The resolution was declared passed.

b. Expenditures to Date

It was noted that our December, 2005 expenditures had been subtracted from the 2006 Budget. Mr. Gregor assured us that these expenses would be "backed out" when the 2005 final report was completed.

**V. DIRECTOR'S REPORT**

**2004 Accomplishments**

- Established 2 office areas in the basement to provide the department heads with an area for "off the desk" time
- Installed wireless internet access throughout the library
- Replaced 2 antiquated MacIntosh Computers in the childrens' Room
- Negotiated a contract for computer & network maintenance
- Installed new lighting throughout the library
- Upgraded the telephone system throughout the building
- Replaced the server
- Re-cataloged the entire Spanish collection; both Adult & Juvenile
- Re-cataloged and relocated the regional history collection
- Survived many upgrades to the Millennium system
- Developed and implemented a disaster preparedness manual for the library
- Developed and presented a Strategic plan
- Weeded the entire collection and held a book sale

**2005 Accomplishments**

- Negotiated a contract for 2 new copiers, including color availability
- Built shelves for storage in the basement, and removed everything from the "lime pit".
- Revamped the fire alarm system and installed a functioning annunciator panel in a more efficacious location
- Replaced all of the computers in the library.
- Purchased a projector for power point presentations and a laptop for use by library staff
- Cut down the dead tree
- Re-organized many sections within the library. Developed new ways to display frequently needed materials
- Installed atomic clocks
- Developed and implemented the restructuring policy for staffing requirements in the library. With the redeployment of some staff we are able to provide service in a more efficient manner and at a lower cost.
- Painted the library inside and out.
- Landscaping was re-done, and landscape fencing was installed
- Replaced the air conditioner in the break room
- Re-tarred the entire roof
- Shampooed the carpets.
- Replaced 5 toilets

- Installed the neon "Teen" sign in the YA section and a neon DVD sign over the relocated DVD section
- Installed the new electronic sign in front of the building
- Purchased "Time-clock" software
- The new & improved circulation desk has been installed and rewired.
- We will be re-vamping the Technical services area within the next few weeks
- Replaced the door-bell at the senior center entrance
- Are now providing a Spanish language DVD, Audio-CD collection
- Installed vending machines upstairs in the Senior Center
- One of the first issues addressed during my tenure was the re-design of the library's front entrance. Due to the expense involved, we have been unable to do this, but, for the time being, we are properly maintaining the concrete, and the railings. While cosmetic in nature, this has also eliminated some hazardous conditions

### **Circ Tech**

Our Circulation Manager hosted a Circ/Tech zone meeting on January 25<sup>th</sup>. We had representatives from over 35 libraries. This was the largest attendance ever. Comments were overwhelmingly positive.

We are in the process of re-vamping the Tech services area. The shelving has been cut down and painted, and all the book carts have been painted. When it is complete we would love to have you stop by and visit!

We installed a new computer for our time clock and to use as a circulation station. This added station will make service more efficient. Additionally, we obtained a new label printer to be used exclusively for library card labels, and were able to move the typewriter away.

We got a new Page from the Village. Ruby Lomeli started with us last week.

### **Adult Services**

For January '06, Adult Services handled 685 in-person information requests, 158 phone queries and 5 e-mail requests. We also had 1,874 computer sign-ons. Book displays included Italian Cooking, the Winter Olympics and Tax Time while we also set-up two displays in anticipation of Black History Month and Valentine's Day.

We've also submitted our first grant applications. We applied to Sam's Club – Northlake for money to expand our Spanish-language collection. Margaret applied to Jewel Foods for another set of Ingles Sin Barreras DVDs (a series of home-study materials to help Spanish speakers learn English) and Computacion Sin Barreras, a new series that will aid Spanish speakers in learning how to use computers. A second grant Margaret just completed was to Walgreen's for enhancing our collection of medical and health books, both reference and circulating. We're hoping to hear about these soon.

Beth has begun writing our newsletter (after a nearly two-year hiatus). We're hoping to have a completed print and on-line version available by March. Todd and Juan continue to improve our Spanish language collection and we hope grant money will assist them in continuing their project.

### **Youth Services**

In January, the Youth Services Department had several encouraging signs of growth. We had 53 children and 8 parents attend the five programs we offered this month. While our story-times continue to falter, the Make Music program for preschoolers had 7 attendees and was featured in the Melrose Park Herald cover for that week. Our new Explore the World program drew 6 kindergarten through 3rd graders, and the first Magic Tree House program had 11 participants. Our teen book club continues to be a success with 8 engaged readers this past month, and our new Teen Fun Night drew 18 middle and high schoolers. Our total teen program attendance was therefore 26.

January is also a month of major projects at the schools, so our reference statistics were the highest in the last 6 months with 319 questions answered. We logged an amazing 114 kids onto our game computers under the new rules, and we believe we will continue to grow that number in the coming months. The youth services department has been bustling during after school hours. However, the area is usually fairly slow during the day.

In order to encourage early literacy and enjoyment of the library, we have instituted a preschool playtime box full of story bags and puppets. Hopefully, this will show the parents that the library is a place for kids even before they start school. One of our goals for the coming months is to brainstorm more outreach techniques to reach this critical age group.

There was a discussion of our notification that we will receive our Per-Capita Grant this year. No check yet, just the notification.

New chairs were ordered for the computer stations. President Gustello asked if the bills were being paid on time. (They are.)

There was also a discussion as to why the Approved budget was \$66,016.00 higher than the Requested budget. Per John Gregor, "That's just the way it worked out."

## **VI. Report of Officers and Committees**

- |                        |   |
|------------------------|---|
| A. Finance             | - NO REPORT, although Trustee Latzke did mention the fact that we might want to start thinking about alternative ways to generate funds.  |
| B. Building & Grounds  | - Mr. Misasi & Mr. Venute have tried to contact Pete Urso to discuss the issue of the air handlers, but have been unable to reach him. Mr. Misasi mentioned that the sidewalk outside the Senior Center is cracked due to grocery delivery trucks parking on it. This could be a great hazard to pedestrians. |
| C. Policy Committee    | - NO REPORT   |
| D. Personnel Committee | -NO REPORT  |
| E. Attorney            | -NOT PRESENT  |

## **VII. Unfinished Business**

- A. There was a discussion of the fact that Barb lost 2 weeks of vacation last year. Trustee Cervone believes that she should be reimbursed.
- B. Discussion of the employment rules for IMRF participation.
- C. The windows have been replaced; the lock has been repaired

## **VIII. New Business**

- A. There was a discussion concerning the two houses to the north of the Library. The Board would like Lianne to write a letter to the Mayor indicating our interest in the properties if they should become available.

- B. There was a brief discussion of new forms of Graphic Novels, and whether or not we have any.
- C. Article in the Herald about the Library. It's really nice to see the good publicity for the Library.
- D. There was a discussion about Maywood's new section for the blind and the hearing impaired. Henry will discuss the possibility of use by our patrons with their director.

**IX. Adjournment**

There being no further business, a motion by Trustee Culotta seconded by Trustee Latzke it was resolved that the regular Meeting of the Board be adjourned at 8:03 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:  
Lianne O'Brien, Administrative Assistant

Approved: \_\_\_\_\_  
Mary Taconi; Secretary