

**Melrose Park Public Library
Board of Trustees Meeting
January 12, 2004**

I. Call to Order and Roll Call

The meeting was called to order by Secretary Alberttis at 7:10 p.m.

MEMBERS PRESENT: Trustees: Alberttis, Culotta, Misasi, and Venute.

MEMBERS ABSENT: Trustees Gustello, Cervone, and Latzke.

ALSO PRESENT: Director Patrick Italia; Reference and Adult Services Department Head, Kimberly Litland; Circulation and Technical Services Department Head, Cynthia Maiello-Gluecklich; Library Attorney, Gustavo Santana; and Library Administrative Assistant, Lianne O'Brien.

II. Secretary's Report

a. Minutes and Communications

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

RESOLVED: THAT THE MINUTES OF THE DECEMBER, 2003 MEETING BE
ACCEPTED AS READ.

After a full discussion thereof, the Chairperson 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

Director Italia commented on a "Thank You" we received from the Literacy Volunteer Teacher for Librarian Carol Bach, who conducted a Library tour in Spanish for the class.

III. Financial Report

a. Approval of Bills Payable

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

RESOLVED: THAT VOUCHERS 18672-18705 BE APPROVED FOR PAYMENT.

After a full discussion thereof, the Chairperson 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

It was moved by Trustee Alberttis and seconded by Trustee Misasi, that it be

RESOLVED THAT THE INCOME/EXPENDITURES TO DATE BE ACCEPTED.

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

IV. Director's Report

Director Italia reported that the salary increases for Kimberly Litland, Cynthia Maiello-Gluecklich, and Augie Pirozzoli, which was approved by the Board at the October 2003 meeting, had been processed incorrectly, and that as a result, these three employees were not being paid at the rate approved by the Board. Director Italia noted that, in order to avoid miscommunication and misunderstanding with the Village as has happened in the past, it is in the best interest of the library if two board members and the director attend meetings with village officials and/or send library Board signed documents when appropriate. The library board signed a letter to the Village Comptroller to correct the error. Director Italia was asked to present the letter with the attachments from the October 2003 meeting for these personnel. It was moved by Trustee Misasi and seconded by Trustee Venute that it be

RESOLVED THAT A LETTER BE SIGNED AND PRESENTED TO THE VILLAGE COMPTROLLER BY DIRECTOR ITALIA TO CORRECT THE ERROR IN PROCESSING SALARY INCREASES FOR CYNTHIA MAIELLO-GLUECKLICH, KIMBERLY LITLAND AND AUGIE PIROZZOLI ATTACHED WITH A COPY OF SALARY DOCUMENTS FOR THESE PERSONNEL APPROVED AT THE OCTOBER 2003 MEETING OF THE MELROSE PARK LIBRARY BOARD OF TRUSTEES

After a full discussion thereof, the Chairperson called for a vote upon the motion to adopt the resolution as read. All Trustees present voted AYE with the exception of Trustee Culotta, who abstained. The resolution was declared passed.

Director Italia also reported that thefts of license plates from the staff parking lot have started again, and that during the last week 2 employees have had theirs stolen. There was discussion as to what should be done to protect vehicles. Trustee Venute suggested that we check in to a camera monitoring system. Some concern was expressed that if the vehicles in the lot were not safe, it could also pose a danger to people. It was decided that the Building & Grounds Committee should address the issue.

Director Italia requested relief from continuing to provide weekly written reports. He cited time constraints, and work responsibilities, and assured the board that he would inform them in a timely manner of any information necessary to them. There was assent from the quorum.

There was a discussion regarding the Holiday closings for 2004. The Village has added Veteran's Day to the list of Holidays. Pat reported that in discussions with staff, it was felt that keeping the library open, and allowing staff to take a "floating holiday" would better serve the needs of library patrons.

It was moved by Trustee Venute and seconded by Trustee Misasi that it be

RESOLVED THAT VETERAN'S DAY BE OBSERVED AS A LIBRARY HOLIDAY, AS IS CUSTOMARY TO OBSERVE ALL VILLAGE HOLIDAYS. THE LIBRARY WILL REMAIN OPEN ON VETERAN'S DAY AND BE OBSERVED AS A "FLOATING" HOLIDAY FOR LIBRARY STAFF.

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

V. Report of Officers and Committees

- a. Finance – There was a discussion regarding signature requirements for the Library's checking account, and the need for a library "debit card". At the present time, the authorized signatories are Director Italia and Dolores Connelly. Director Italia requested that the information for the account be updated to include Norma Alberttis

as the current Treasurer. A debit card would allow us to purchase necessities and take advantage of substantial discounts rather than using personal credit cards to obtain these same opportunities.

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

RESOLVED THAT SIGNATURES FOR THE LIBRARY CHECKING ACCOUNT BE UPDATED TO INCLUDE THE CURRENT LIBRARY TREASURER AND THAT WE OBTAIN A DEBIT CARD FOR LIBRARY USE.

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

- b. Building and Grounds – Mr. Venute and Mr. Misasi reported that the Village replaced the outside light fixture at the entrance to the Senior Citizens' Center and replaced a sodium vapor lamp in the alley in December.
The sprinkler system was blown out in November.
The Village checked the sump pumps in the basement.
Augie has been spot shampooing the library carpet.
- c. Policy Committee – tabled until next meeting
Summer Saturday hours, Professional Staff Vacation Policy & Conference Attendance Policy
- d. Library Expansion Committee – no report
- e. Personnel Committee – Trustee Alberttis volunteered to serve on the Personnel Committee
- f. Attorney – Mr. Santana reported on the Illinois Open Meetings Act

VI. Unfinished Business

- a. Summer Saturday hours - Tabled to Policy Committee
- b. Conference Attendance Policy - Tabled to Policy Committee
- c. Professional Staff Vacation Policy - Tabled to Policy Committee

VII. New Business

- a. Regularly scheduled meetings of the library Board of Trustees for 2004.

It was moved by Trustee Venute and seconded by Trustee Misasi that it be

RESOLVED THAT THE SCHEDULE OF LIBRARY BOARD MEETINGS FOR 2004 BE ACCEPTED AS PRESENTED.

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

- b. Hours and time of the workweek – Tabled until next meeting
- c. Discussion of grants received and not received – Tabled until next meeting
- d. Travel Form – Tabled until next meeting
- e. Board Packets – Delivery or pick-up – Tabled until next meeting

VIII. Executive Session

There was no executive session called.

IX. Adjournment

It was moved by Chairperson Alberttis, seconded by Trustee Culotta that it be

RESOLVED THAT THE JANUARY 12, 2004 MEETING OF THE MELROSE
PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED AT 8:00
P.M.

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

Respectfully submitted:

Lianne O'Brien; Administrative Assistant

Approved: _____

Terri Cervone; Secretary