

**Melrose Park Public Library
Board of Trustees Meeting
January 10, 2005**

I. Call to Order & Roll Call

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

MEMBERS PRESENT: Trustees Cervone, 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: Trustee Venute

II. The Pledge of Allegiance was recited by all present.

III. Secretary's Report

a. Minutes and Communications

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

RESOLVED THAT THE MINUTES OF THE NOVEMBER 8, 2004 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 Absent

The resolution was declared passed.

b. Correspondence and Public Comment

President Gustello read a "thank you" to the Board from Norma Alberttis

c. New Trustee Sworn In

President Gustello read the oath of office and Mary Taconi was duly sworn in as a new Trustee, appointed by the Mayor to fulfill Norma Alberttis term, and to run in the upcoming election.

IV. Financial Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS 18990 – 19038 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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea
Venute Absent

The resolution was declared passed.

b. Income/Expenditures to date.

There was an extensive conversation concerning the state of our bill payment, the loss of multiple discounts, the actual increased operational costs due to late fees required by vendors to whom we owe money, and the Distribution reports from the County. Director Giordano explained our lack of any credit rating due to late payments. We have had difficulty in obtaining financing for the lease of the new copiers, and have had to prepay 3 months in advance. The company will be sending another invoice for the NEXT 3 month term within a month so we can possibly remain on time. Mr. Gregor provided the Distribution Reports from Cook County and these were discussed.

Accepted as presented.

IV. DIRECTOR'S REPORT

We have been informed by the fire department that we must have an annunciator panel to be located on the first floor in the entrance hallway. The one we have in the basement works, but no one would see it if there were to be a fire. \$1380.00 is the proposed cost.

We will be offering CPR classes again.

There was an extensive discussion regarding the library's credit application for 2 new copiers for the library. From the last 25 payments we have been late 19 times. As a consequence, it was necessary for us to pay the December and January payments on the old copier, and get a check for 3 months, to prepay Ricoh for the new ones. By keeping the contract on a quarterly basis, we may be able to somewhat clean up our credit rating.

This discussion continued with the issue of providing supplies for the library, and the need to have our necessities approved by Barb Kreft. The lack of salt for our icy sidewalks, and the fact that we purchased a snow blower for the Library which must be chained to the wall because the Village workers have stolen so much from us in the past.

Circulation/Technical Services

- 123 old cards were switched to the new system.
- DVD Project is under way and almost complete. Patrons will be able to take a DVD case off the shelf, bring it to the desk, Staff will pull the actual DVD and check it out. This eliminates the need for the books.

Reference/Adult Services

- Reference all part time staff has been giving 110 %.
- Mary Lidd is Teaching Intro to the Internet and e-mail
- Fidencio Marbella is teaching Intro to Excel
- Mayuri Jakate, a part time Library Assistant has given us notice so she can accept full-time employment elsewhere.
- Fidencio has offered to work extra hours to cover some of her shifts

There was an extensive discussion about the staffing issues which are affecting library operations. Barb and President Gustello attended a meeting with the Mayor, Human Resources and John Gregor. Last month, the Mayor told Barb & Loretta that we could hire 2 full-time personnel; (one department head in Youth Services replacing Barb, and one in Reference, replacing Nancy Wood). This was disputed by John Gregor who states that we are overstaffed. The upshot is that Barbara may hire 2 part-time staff. While this is inadequate, it will have to do for now. They did present an idea for reorganization which would eliminate 3 full-time positions at the Circulation/Tech. Services department. It was determined that Barb & Loretta will get together and draft a proposal for the re-organization.

V. Report of Officers and Committees

- a. Finance - NO REPORT
- b. Building & Grounds - Snowblower obtained – working well
- c. Policy Committee - Brief discussion of passed policies
- d. Personnel Committee - Need to nominate new member
- e. Attorney - Discussion of Nancy Wood's status. Continued to be paid by Village October through ½ of December.

VI. Unfinished Business

- a. Letter to Barb offering Directorship was read. Barb accepted position.
- b. Need to define what is the acceptable level of service for a public library and provide the staffing, equipment & materials to accomplish this.
- c. Evaluation Instrument for staff which was distributed at the last meeting

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

RESOLVED THAT THE EVALUATION INSTRUMENT FOR STAFF BE ACCEPTED AS PRESENTED.

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 Absent

VII. New Business

- a. Annunciator Panel should be taken care of for safety of all
- b. Roof – Nick has been up there shoveling with all the snow
- c. New Furnace/Air Conditioners
 - 1. Should they be replaced with TRANE or Carrier
 - 2. It may be a good idea to discuss this with Pete Urso
- d. Donna Palutzo is visiting with 3 architects to tour the building

VIII. Adjournment


On a motion by Trustee Cervone seconded by Trustee Culotta it was resolved that the regular Meeting of the Board be adjourned at 8:15 p.m.

When the question was called, the following vote resulted:

Cervone Yea 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: 
Teri Cervone; Secretary