

**Melrose Park Public Library
Board of Trustees Meeting
January 9, 2006**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:02p.m.

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

MEMBERS ABSENT: Trustees Cervone and Taconi

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

There was a brief discussion concerning Adult Reference Questions.

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

RESOLVED THAT THE MINUTES OF THE November 14, 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 Yea

The resolution was declared passed.

b. Correspondence and Public Comment

President Gustello informed the Board that we had received "thank you"⁷ notes from Eleanor Culotta for the flowers and from Nunzio Maiello for the fruit basket.

IV. Treasurers Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS **19351** through **19400**, FOR NOVEMBER AND DECEMBER 2005, IN THE AMOUNT OF \$35,837.03 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 Absent Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Absent Venute Yea

The resolution was declared passed.

b. October Expenditures to date.

There was a brief discussion of the over budget expense in some line items, and the receipt of the approved 2006 Budget from the Village. The board discussed the excessive expenditure of funds in some line items, and the possibility of initiating some budget amendments in the future, if some of the line-items are over extended. There was a discussion about per-capita expenditures.

V. DIRECTOR'S REPORT

- The new & improved circulation desk has been installed and rewired. Most people are very pleased with the change.
- Barb commented on the Anderson Elevator service so far. Very satisfactory.
- All of the staff really enjoyed the Christmas party, and want me to express their thanks for the extra time off during the holidays.
- Vandalism is on the upswing. We have had 4 bb shots to 3 window panels resulting in holes. We have completed police reports, and notified the insurance company, however, since we have a \$500.00 deductible, we will not come out of this financially unscathed. This evening we noted that our bike rack has been "hack-sawed". One end has been totally removed. We also had to purchase a new lock for the front door. There was a discussion concerning security cameras.
- New staffing issues are becoming quite a saga. The Mayor is out of town at the moment, so hopefully, we will sort it out when he returns. The reference desk is short due to moving Mary Lidd into Youth Services. Fidencio would like to make Margaret full-time, thereby using the other part-time position. Margaret would like to go full-time. At the present time we have 2 maintenance men! Discussion indicates that we need to keep Bob as long as we can to help Augie, but we must put him on a staggered shift.
- As noted in the above two items these are situations that impact on patron & staff safety. There was a suggestion that we host a special evening meeting with the Mayor and John Gregor. Lianne will make a list of items which must be addressed.
- Beginning in February, part-time and hourly employees will have a "time clock" to record their hours worked. We have purchased software that will provide a program for them to log in and out. Since we have more part-timers, it will eliminate a lot of guesswork when completing the Village time sheets. The computer has arrived. At the very least, it will eliminate the complaints from some of the part-timers.
- We are actively seeking grant monies.

Circ/Tech

On Dec 16th the new circ desk was installed. The circ staff is very pleased with it. The patrons love it! We have been receiving a lot of positive feedback about the desk and the sign out in front. Both desks have the same supplies so that no one feels that they are working the "main" desk and are "in charge". Workflow has improved. I'm sorry I have no more information I did not receive any stats from the system. Tech services still the same!

Adult Services

For November, Adult Services had 551 in-person information requests, 112 phone requests and 2 e-mail questions. Computer activity was particularly heavy. We had 2,241 computer log-ins. We also collected \$30.00 in non-resident internet fees.

December, unsurprisingly, had less activity. We had 472 in-person requests, 77 phone queries and 6 e-mail questions. Computer log-ins declined to 1,217 and we collected \$33.00 in Internet fees.

The one program we had scheduled in December, (Candlemaking with Toby-Abrams) was unfortunately cancelled due to heavy snow. We're going to re-schedule this for early February as a tie-in with Valentine's Day. We had over twenty people registered for this and we're hoping for an equally enthusiastic turnout in February.

Mary Lidd officially transferred to Youth Services at the end of December. Her replacement, Elizabeth Rasch, will start in Adult Services on January 9. We're putting the computer classes on a temporary hiatus until we can figure out scheduling and get the rest of the staff trained on teaching classes – hopefully we'll begin offering them again by the end of January, time permitting.

Youth Services

Over the last two months, the Youth Services staff has worked on several major projects and outreach activities. First of all, most of the children's section has been weeded for low circulating books. These books will be sold at a book sale from January 23rd-28th in the Senior Commons area. Also, we opened up the library to classes while the Melrose Park School library was closed for inventory.

Over 125 students came to visit, hear about books, and check out materials. I also went to a program at Sacred Heart School where students presented information about animals they had studied in a partnership with Brookfield Zoo. Melrose Park Public Library was thanked in every presentation for our help with research, and our help was mentioned in the newspaper article about the program. Our outreach activities have extended beyond the schools. I contacted the new Youth Outreach Services office in Melrose Park, and talked to the director, Sandra Harrison. I later met with her staff to outline different ways that we could work together in partnership to serve the children of Melrose Park. The first item on our agenda is to provide more opportunities and activities for young teens on days off school. We will provide the activities, and they will bring the kids and some adults to help chaperone. Other ideas that have been discussed include a book club at their after school program and special speakers from the roster at the library.

Our ongoing programs continued to grow more popular, although the holidays cut down on some activities. In November, 135 kids came to 12 programs, and 14 teens came to 3 programs. In December, 42 kids came to 6 programs, and 13 teens came to 2 programs. The popular Holiday Party had approximately 225 attendees, which was very crowded in the basement! American Eagle Productions did a great job in their Jingle Bell Express program, and Pat Esposito was an excellent Santa Claus! The Youth Services staff was also busy at the reference desk. In November, 285 children and 59 teens asked reference questions, with 18 questions coming over the phone. In December, 174 children and 27 teens asked questions, and 5 questions came over the phone.

On December 9th, a new policy was put in place to keep the adult reference area a homework only section, and to open up the Youth Services computers to games throughout the day and evening. To facilitate the transition, we instituted a computer log to monitor the number of children using the Macintosh computers and the number of times they could use them throughout the day. During the past month, 44 children signed up to use the game computers. We will be checking on the statistics to see if the new policy is affecting the number of children who come in to the library.

Our plans for the coming months include updating our homework help sites, creating new booklists for students, and extending our outreach activities.

VI. Report of Officers and Committees

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| A. Finance | - NO REPORT |
| B. Building & Grounds | -TALKED ABOUT FLAG, (LIGHTS); and the possibility of getting Security cameras. There was a discussion concerning the air handlers and the necessity of replacing them. Mr. Misasi & Mr. Venute will contact Pete Urso to discuss this issue. Lianne will attempt to find information on the current units. |
| C. Policy Committee | - NO REPORT |
| D. Personnel Committee | -NO REPORT |
| E. Attorney | -NOT PRESENT |

VI. Unfinished Business

- A. Discussion concerning seminar attendance by members of the Board. Director Giordano explained that this year there would not be enough money in the budget to allow for extensive travel to meetings.

VII. New Business

- A. Meeting with the Mayor concerning staffing, AC/Heating, Vandalism/Security, carpeting.

X. Adjournment

There being no further business, a motion by Trustee Misasiseconded by Trustee Culotta it was resolved that the regular Meeting of the Board be adjourned at 8:10 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 Tacconi; Secretary