

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
January 24, 2007**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:05 p.m.

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

MEMBERS EXCUSED: Trustees Venute 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

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

RESOLVED THAT THE MINUTES OF THE November 13, 2006 MEETING BE ACCEPTED

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 Absent Venute Absent

The resolution was declared passed.

b. Correspondence and Public Comment

There was a brief discussion of the Sun-Times article about Barb's son, Guy. Kudo's!

There were "Thank You" notes from Lincoln Tech, from the Trombetta family, and from Lianne O'Brien and her family.

The Flowers of Italy Club solicited us to buy an ad for their "Man of the Year" booklet. This is something we always do.

IV. Treasurers Report

a. Approval of Accounts Payable

After a brief discussion regarding some invoices, and some discussion of the check register, on a motion by Trustee Culotta and seconded by Trustee Latzke, it was

RESOLVED THAT VOUCHERS NUMBERED **19743** through **19810**, FOR NOVEMBER & DECEMBER 2006 IN THE AMOUNT OF \$45, 342.51 BE APPROVED FOR PAYMENT.

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

The resolution was declared passed.

b. Expenditures to Date

There was a brief discussion of the expenditures to date, and the line items in which we are over budget. Barb mentioned that we should get the new budget after the Department Head meeting on February 7, 2007

V. **Director's Report**

- We are still waiting for Barb Krefft to provide quotes for carpeting. The samples sent to us so far are unacceptable. There was also a discussion about installation.
- We are getting all the trophies from Mt. Carmel to be placed in the Historical Center.
- The door to the Senior Center must remain locked even when we have classes.
- We have maintenance painting & refurbishing upstairs and downstairs in preparation for the dedication of the Historical Center for the 125th Anniversary of Melrose Park.
- We are obtaining quotes for the new sign for the "Melrose Park Historical Center".
- Fidencio and Margaret will be attending "Book Expo" in New York City early in June. Laura and Barb will be attending the ALA conference in Washington D.C. It is very important that the staff take time out to attend conferences and professional events.

Circulation/Technical Services

November was a fairly routine month for Circulation and Technical Services, as the statistics show.

In December we had a "Food for Fines" drive. One food item gave the patron \$1.00 off their fines. It was well received and all food donations benefited the Mt. Carmel Food Pantry.

Adult Services

In November, Adult Services hosted a program on how to make gingerbread houses by chef Mike Niksic (aka "The Gingerbread Man"). A good mix of adults and children enjoyed the program and the basement smelled wonderful. One lucky participant got to take the newly created gingerbread house home with them.

The Fenwick team of photographers went out on November 12 and took photos at approximately 20 locations for our Century of Change project. A small sampling of the photo comparisons is included in the board packet. We're hoping to get the photos printed sometime in February and to begin looking at display panels to buy for the exhibit.

Versatile Computer Services is on schedule to have our digitization project completed in February as well. Todd and Fidencio continued their series of interviews for the oral history project and have so far accumulated about ten hours of recordings.

In December, we hosted a Christmas craft program. Local artist Donna Powers showed about fifteen participants (both adults and children) how to create beaded snow angels. Also, our columns continue to run both in the Herald and occasionally in local papers outside our area, such as Elmwood Park and Oak Park.

Youth Services

The months of November and December are a mixture of end of semester craziness and holiday calm in the Youth Services Department. Our regular programming during these months had medium attendance, but our special programs really drew a crowd. In November, we had 94 kids and 14 teens attend regular programming, but over 150 children and parents attended Family Reading night held here in conjunction with Melrose Park School. We also had several groups visit the library including 100 2nd graders for storytime and a tour and 120 6th graders for a research class. I also visited Grant School for Childrens' Book Week, reading Thanksgiving stories to approximately 10 classrooms. In December we had fewer programs due to the holidays, so 63 kids, 6 parents and 9 teens came to fun and successful programs like the Polar Express program, hosted by Katie Salo. Our holiday Party was once again a huge success. With 120 kids and 65 parents participating in the movies, crafts, stories, and pictures with Santa, it was a hectic evening. Pat Esposito was a wonderful Santa Claus again this year. I was very pleased with how many people, even people who I never saw before, came to the library afterward to pick up their pictures with Santa. I hope their willingness to return means that they will be more willing to stop by the library at other times.

Our reference questions fluctuated based on homework projects throughout these two months. In November, we answered 537 kids' questions. 156 YA questions, 2 e-mail questions, and 25 questions by telephone. In December, we answered 306 kids' questions. 55 YA questions, 2 e-mail questions and 31 questions by telephone.

In November, Susan Gutenberger joined the Youth Services team. She is doing a great job on special projects and will be working on several of our upcoming programs including the popular Magic Tree House programs. She has been trained as a chef as well as a teacher, so we know she is multi-talented. She is currently attending Dominican University to earn her MLIS degree.

VI. Report of Officers and Committees

A. Finance, Policy and Personnel Committee
Gustello/Latzke/Cervone/Taconi

NO REPORT

B. Buildings & Grounds Committee
Misasi/Venute/Culotta

Discussed the trucks parking on the sidewalk next to the Library and the damage caused. We have called the Police, and tickets have been issued. There is also a safety issue with kids being dropped off or picked up from school.

C. Attorney

NO REPORT although it was noted that we received another check from Nancy Wood (aka Bradford).

VII. Unfinished Business

- A. Still waiting for estimates from Barb Krefft for the carpeting as Barb mentioned in her report.
- B. Mr. Culotta requested that Board members be allowed to travel to conventions as they have in the past.

VIII. New Business

- A. There was a discussion of the "Then and Now" pictures. All the Board members were duly impressed. The display, once completed, will travel to the schools and the Village offices. Eventually, it will be permanently housed in the Historical Center.
- B. President Gustello read Trustee Venute's letter of resignation. The board wishes him well. Dr. Carl Alaimo has been recommended to replace him. He was approached and has accepted. He will be installed at the next board meeting. We will present a resolution to Trustee Venute at the same meeting.

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

RESOLVED THAT THE RESIGNATION OF TRUSTEE PETER VENUTE BE ACCEPTED

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 Absent Venute Absent

The resolution was declared passed.

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

RESOLVED THAT THE BOARD ACCEPTS THE APPOINTMENT OF DR. CARL ALAIMO TO FULFILL TRUSTEE VENUTE'S INCOMPLETE TERM

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 Absent Venute Absent

The resolution was declared passed.

- C. President Gustello requested that Treasurer Cervone take over the next Board meeting (February 12, 2007) due to a scheduling conflict.
- D. The Board would like to take Trustee Venute out to dinner. Toms Steakhouse will be the venue. We will ask Pete when is a convenient time.
- E. The Board reviewed the new Public Computer Use and Internet Policy.

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

RESOLVED THAT THE BOARD APPROVES THE NEW INTERNET POLICY 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 Absent Venute Absent

IX. Executive Session – Board Retired to Executive Session

On a motion by Trustee Cervone seconded by President Gustello, it was resolved that the Board retire to executive session at 8:00 pm for the purpose of discussing matters of personnel and matters of probable and/or imminent litigation.

When the question was called, the following vote resulted:

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

The motion was declared passed.

- A. Director Giordano informed the Board of multiple personnel issues being dealt with. The Board, being made aware of these situations, tabled 2 issues until further investigation is made.

X. Board Reconvened to Regular Session

On a motion by Trustee Latzke, seconded by Trustee Misasi, it was resolved that the Board reconvene the regular Meeting of the Board of Trustees at 8:25 pm.

When the question was called, the following vote resulted:

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

The motion was declared passed.

XI. Adjournment

There being no further business, on a motion by Trustee Culotta seconded by Trustee Taconi it was resolved that the regular Meeting of the Board be adjourned at 8:26 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Mary Taconi; Secretary