

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
January 14, 2008**

I. Call to Order & Roll Call

The meeting of the board of Trustees, Melrose Park Public Library was called to order by President Gustello at 7:02 p.m.

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

MEMBERS EXCUSED: Bonilla-Lopez

ALSO PRESENT: Library Director, Barbara Giordano; Circulation-Technical Services Department Head, Cindy Maiello-Gluecklich; and Administrative Assistant, 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 Culotta seconded by Trustee Misasi, it was resolved that the Minutes from November 13, 2007 were approved.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Absent Cervone Yea Culotta Yea Gustello Yea Latzke Yea
Misasi Yea

The motion was declared passed.

B. Correspondence and Public Comment

Thanks and a contribution of \$25.00 from the Senior Card Cub for the use of our meeting room every month. The contribution was deposited in the "Fresco Fund".

President Gustello read a letter from the Lowenthal family, (who were the owners and proprietors of Bahcall's Hardware for the past 90 years). The store is closing and they wanted to thank all of their loyal customers.

We received a note and a poster from the Social Security Administration requesting our assistance in helping those patrons who want to contact Social Security via the internet.

“Hooters” sent VIP cards to all staff members for 25% off a meal at their new restaurant in town.

Trustee Gustello read a request from the USO for Valentines for the soldiers serving in Iraq and Afghanistan.

Announcement for a networking breakfast at MLS for anyone who is interested

IV. Treasurers Report

A. Approval of Accounts Payable

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

vouchers for November 2007 numbered **20136** through **20167** in the amount of \$33,690.17, and vouchers for December 2007, numbered **20168** through **20189** in the amount of \$15,670.95 were approved.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Absent Cervone Yea Culotta Yea Gustello Yea Latzke Yea
Misasi Yea

The resolution was declared passed.

B. Income & Expenditures to Date – there was a comment about our remaining budget balance.

V. Director’s Report

- We are going to start upgrading existing computers this year.
- Margaret Flanagan, Adult Services Librarian received a check for \$1600.00. This was for an LSTA Emerging Writers Grant entitled Revamped Résumés and Improved Interviews.
- Circulation from last year to this year has doubled!
- Trustee Alaimo wondered if the barcode on the reverse of our library cards contained any patron demographic information. If so we would be able to track who is using us. Cindy explained the purpose of the barcode, and circulation’s demographic tracking ability. There was a brief discussion concerning the statistics.

Circulation/Technical Services

During the month of December, Circulation/Technical Services once again sponsored Food For Fines. One food item contributed ameliorated \$1.00 in fines. The food pantry at Our Lady of Mt. Carmel parish was the recipient of all food donations.

Adult Services

During December, Adult Services hosted a candy-making demonstration and had the maximum number of participants, twenty-five, attend. A great time was had by all as the participants sampled homemade truffles, made their own and got to take home a small gift box of chocolates they made.

Heidi and Julia have been working on the Library of Congress' Veterans History Project and have created several web pages accessible from the library's home page. These new pages describe the VHP and include access to all of our completed veterans' interviews. People can listen to the actual interview, read the interview transcript and view a selection of photographs the veteran has chosen to share. There is also a link available to the Library of Congress site where similar interviews are available for veterans from across the country. Eventually our interviews will be added to this national collection at the LOC.

Adult Services is also participating in rewriting the core reference list available through the Metropolitan Library System. Downers Grove, Forest Park, and Moraine Valley Community College are the other participants in this project to update the recommended reference sources to be used by all MLS member libraries.

We've continued our outreach to Gottlieb Hospital's Adult Daycare and to Victory Center's Assisted Living Center over at the Riverwoods complex. We've been bringing Gottlieb thirty to forty items each month, while patrons at Victory Center have been checking out twenty to thirty items during our monthly visits. This service has proven to be very popular with the residents and we may increase our visits to twice each month, especially as during every visit we usually sign up several new residents for library cards.

Youth Services

December was a very busy month for the Youth Services department and January is shaping up to be just as hectic. We had Jennifer Linder come on part time. She is doing a great job taking over story time for the young children and assisting in our project of weeding the picture books. She is proficient in Spanish and already has proven to be a huge help with our native Spanish-speaking patrons. Unfortunately, we had to let Nyandabeth Vincent go in December. After repeated warnings and my frequent attempts to help her do a better job, there was no other alternative but to let her go. She just could not handle working with children. She signed her termination papers and was sent her last check.

On a happier note, Neena, our other new Young Adult librarian, is also doing a wonderful job. She is working on programming for our "tweens", 3-6th grade. We are starting a new book club for this age group and having specific craft programming for them as well. Many of the children

who regularly use the library fall in the “tween” category. Our hope is that this type of programming with help smooth the transition from the children’s programs to the teen programs.

Katie has created a teen advisory board, which meets bimonthly. The teens have been taking this very seriously and are responding well to being more involved. The board is advising us on programs they would like to have and materials they would like to see in the library. With the teens help, we are working towards starting a recycling program at the library.

Currently we are applying for grants in an attempt to have a portion of our summer reading program funded. Summer reading our largest programming expense and obtaining grant funds will allow us to do more in other areas. We have also applied for two grants to purchase an Early Literacy Computer. Early Literacy Computers have been proven to boost reading and math skills, as well as teach computer skills, in children ages 2-8. I have spoken with a few libraries, within our system, that use these computers. All of the librarians I spoke with could not say enough about how useful and effective these computers are. If we secure funding for these computers we will shift a few things around by the reference desk to fit them in.

We had 12 programs in December. 120 kids and 60 parents attended our Holiday Open house with Santa. The party ran very smoothly, with no congestion or crowding at Santa. The youth services, circulation, and page staff all came together and made the open house a tremendous success. Our circulation statistics and the number of reference questions continue to grow, with 530 Juvenile, 110 Young Adult, 15 telephone and just 5 email questions. We had 125 game computer sign ups.

January is our time to regroup and get prepared for the upcoming school projects. We invested approximately a sixth of our youth services book budget last year in new reference material. So we are ready for all of the reference questions to start rolling in. We have been updating and adding to the children’s/young adult areas of our website. Katie and I are very excited about these changes and will demonstrate them at the February meeting.

VI. Report of Officers and Committees

A. Finance, Policy and Personnel Committee - Gustello/Latzke/Cervone/Bonilla-Lopez
Alaimo

- Job descriptions need to be updated.

B. Buildings & Grounds Committee - Culotta/ Misasi/Alaimo

- Discussion about obtaining the lot next door prior to the library expansion, and the need to schedule a meeting with the Mayor.

- C. Attorney - Russell Syracuse (absent)
- We got another check from Nancy Wood.

VI. New Business

- A. Adult Services Staff Librarians Julia Gregory and Heidi Beasley presented the website for the Veterans History Project that is being conducted here at the Library in conjunction with the Library of Congress. Their presentation was extremely well received.
- B. There was a brief discussion of the approved library budget from the Village.
- C. Cindy reported on several MLS committee meetings that she attends on a regular basis. She also reported on the process for reimbursement for fines paid on e-commerce. There was a brief discussion about job descriptions.
- D. There was a discussion concerning increasing one of our Adult services librarians to full-time. Trustee Alaimo suggested increasing 2 staff members to full-time. A meeting with the Mayor must be scheduled. Additionally we need to determine how this will affect FY'08 raises.

VII. Unfinished Business

- A. Library Insurance – Tabled. Not due until May.
- B. Meeting Dates for 2008 – The only date which needs to be changed is Columbus Day.
- C. Senior Groups using the Library. Specifically the Rose Lodge, using library staff to assist them, and becoming abusive with staff. This too, will be discussed with the Mayor. These groups should actually be meeting at the Senior Center.
- D. Security Officer Pete Bonomo was injured when dealing with an abusive teenager. He fractured his clavicle.

IX. Adjournment

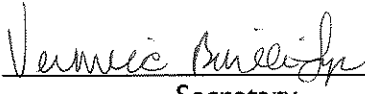
There being no further business, on a motion by Trustee Misasi seconded by Trustee Latzke it was resolved that the regular Meeting of the Board be adjourned at 8:04 p.m.

When the question was called, the following vote resulted:

Alaimo Yea Bonilla-Lopez Excused Cervone Yea Culotta Yea Gustello Yea Latzke
Yea Misasi Yea

The motion was declared passed.

Respectfully Submitted
Lianne O'Brien, Administrative Assistant

Approved: 
Secretary