

**Melrose Park Public Library
Board of Trustees Meeting
June 11, 2003**

I. Call to Order and Roll Call

The meeting was called to order by President Culotta at 7:35 p.m. Present were Trustees: Alberttis, Cervone, Culotta, Gustello, Latzke, Misasi and Venute. Also present were Director Italia, Library Attorney Santana, and staff members Christina Holdvogt, Barb Giordano, Kimberly Litland, and Cynthia Maiello-Gluecklich.

II. Secretary's Report

a. Minutes and Communications

It was moved by Trustee Misasi, seconded by Trustee Cervone, that it be

RESOLVED: THAT THE MINUTES OF THE MAY 12, 2003 MEETING BE ACCEPTED.

After a full discussion thereof, the President 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

1. A letter from the Cook County Treasurer was read, informing the library that future funds will be transferred electronically into the library's account, with statements available online.

III. Financial Report

a. Approval of Bills Payable

It was moved by Trustee Cervone, seconded by Trustee Gustello, that it be

RESOLVED: THAT VOUCHERS 18445-18470 BE APPROVED FOR PAYMENT.

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

b. Income/Expenditures to Date

Trustee Latzke led a discussion of increasing the book bindery budget in the future. The Village's contribution to Workmen's Compensation and the possibility of asking the Village to cover Attorney's fees and building insurance were also discussed.

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

RESOLVED: THAT THE INCOME/EXPENDITURES TO DATE BE ACCEPTED.

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

IV. Librarian's Report – see attached also

The Equalized Assessed Value (EAV) rate of Melrose Park property is higher for 2001, but Director Italia is not sure this will positively benefit the Library because of recent losses of big companies from Melrose Park.

Director Italia asked Trustee Latzke to discuss recent changes at the Suburban Library System (SLS). Trustee Latzke reported that SLS is losing a significant amount of state funding in the near future. This may mean an increase in fees. There may also be a merger between the Chicago Library System (non-Chicago Public Library members) and SLS.

Director Italia reported that an advertisement has been placed for a part-time reference assistant position, posted on the SLS online job center and at the Village.

The Library will be purchasing two Spanish-language databases, *Informe* and *Consulta*, and is dropping the *General Magazine Index*.

The six-month expenditures report is due from the Village soon.

The Library is still waiting to hear about the SBC grant; Director Italia met with several people from Triton to discuss grant options.

Summer projects include a complete inventory of the library, updating the Library's disaster plan, and completing state grants, which are due July 31st.

Director Italia also discussed the need to update Library policy concerning vacation time for professional librarians. Currently there is a discrepancy between library practice and policy, and Village policy.

Director Italia reported on the May 27th incident at the Library. Current library security was discussed; Director Italia will be looking into a wireless system, as well as costs and information on other systems.

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

RESOLVED: THAT THE PHONE SECURITY LINE TO THE VILLAGE POLICE STATION BE FIXED.

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

The possibility of placing Board meeting agendas and previous meetings' minutes on the Library's website was discussed and was agreed upon.

V. Report of Officers and Committees

- a. Finance Committee – committee members had nothing to report, but expressed the need to meet soon to settle the salary schedule.
- b. Building and Grounds – President Culotta reported that he had heard a rumor that the Library may be moved.
- c. Policy Committee – committee members reported that they have been working on policy manual revisions.
- d. Library Expansion Committee – nothing to report.
- e. Personnel Committee –nothing to report.
- f. Attorney – nothing to report.

VI. Unfinished Business

a. Library Fines

Cindy Maiello-Gluecklich, Head of Circulation and Technical Services, spoke to the Board about the options the Library had concerning raising the fines. Raising fines higher in the near future was also discussed. It was moved by Trustee Cervone, seconded by Trustee Misasi, that it be

RESOLVED: THAT LIBRARY FINES BE INCREASED TO TEN CENTS A DAY AS OF JULY 1, 2003.

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

b. Salary Schedule/Employee Raises –tabled until executive session.

c. Summer Saturday hours

After discussions with Director Italia and staff members, it was decided that the Library not be open on Saturdays this summer as originally hoped. Statistics concerning Saturday library use during the month of June will be kept for the Board's consideration.

d. Conference Attendance Policy

Trustee Cervone volunteered to draft a policy concerning conference attendance, to be submitted to the Board in the fall. Trustee Gustello requested a list of all local and national conferences be given out to the Board members.

e. Policy Manual – see above.

f. VHS/DVD rental fees

A discussion was held whether or not to charge rental fees for DVDs in order to increase library income. This was decided against.

VII. New Business

a. Election of New Officers and Committee Appointments

i. President

Trustee Cervone nominated Trustee Gustello as President of the Library Board. The nomination was seconded by Trustee Venute. All Trustees voted AYE.

ii. Secretary

Trustee Alberttis nominated Trustee Cervone as Secretary of the Library Board. The nomination was seconded by Trustee Misasi. All Trustees voted AYE.

iii. Treasurer

Trustee Gustello nominated Trustee Alberttis to be re-elected as Board Treasurer. The nomination was seconded by Trustee Cervone. All Trustees voted AYE.

iv. Committee Appointments

Committee appointments will be made at the Board's next meeting in September.

2. Tax Mill Rate Discussion

The current rate is 15 mill, or .0015. A referendum would be required to raise the mill rate. The possibility of presenting the Mayor with a report

of surrounding libraries and their mill rates was discussed. Library expenditures were discussed; Trustee Latzke raised the possibility of getting a list of encumbrances as well as expenditures, citing low book expenditures for the current year.

3. Employee Job Descriptions

4. Non-Resident Service Fee

It was moved by Trustee Cervone, seconded by Trustee Latzke, that it be

RESOLVED: THAT THE NON-RESIDENT SERVICE FEE POLICY BE KEPT AS IS.

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

The possibility of Augie, the library's maintenance worker, keeping a log of travel expenses, was discussed.

5. Review of Chapters VII and IV

The Board reviewed the chapters; Director Italia will report on it to the proper authorities.

c. Executive Session

It was moved by Trustee Cervone, seconded by Trustee Latzke, that it be

RESOLVED: THAT THE EXECUTIVE SESSION BE TABLED UNTIL THE NEXT BOARD MEETING.

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

d. Adjournment

It was moved by Trustee Gustello, seconded by Trustee Latzke, that it be

RESOLVED: THAT THE JUNE 11, 2003 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED.

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

The meeting was adjourned at 9:15 p.m. by President Culotta.