

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
June 12, 2006**

I. Call to Order & Roll Call

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

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

MEMBERS ABSENT: Trustee Cervone (excused)

ALSO PRESENT: Library Director, Barbara Giordano, Attorney, Russell Syracuse 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 Misasi and seconded by Trustee Latzke, it was

RESOLVED THAT THE MINUTES OF THE May 8, 2006 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 Yea Venute Yea

The resolution was declared passed.

b. Correspondence and Public Comment

The board received a Thank You note from the family of Sandy Pieronunzi. Barb sent a Mass card.

IV. Treasurers Report

a. Approval of Accounts Payable

After a brief discussion regarding some invoices, and on a motion by Trustee Culotta and seconded by Trustee Misasi, it was

RESOLVED THAT VOUCHERS **19549** through **19585**, FOR April 2006 IN THE AMOUNT OF \$18,855.36 BE APPROVED FOR PAYMENT.

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

The resolution was declared passed.

b. Expenditures to Date

Report included – Discussion of expenditure for air handlers

V. Director's Report

- The tiling in the basement is complete, along with the painting and organizing. We are still awaiting new countertops for the kitchen & basement. When they arrive and are installed, tiling in the kitchen will be started. Sometime in the next month or so, we will need to close the library on a Friday, so the tiling of the entrance can be completed over the weekend.
- Johnny Simpson is going to have the swept kids start removing some of the dirt from the lime pit.
- We have started painting the all purpose chairs. It will be considerably cheaper than buying new ones.
- Maintenance is still a problem.
- The Summer Reading Program is off to a great start.

Circulation/Technical Services

Cindy and her staff have finished integrating the "special section" items back into the regular collection where they belong. This was a MAJOR project. The special section collection included regional history, the parent teacher shelf and the career books. The processing of each item involved going to the shelf taking the items off bringing them to the tech service department to print a new spine label, removing all labels associated with the "special section" and changing the IC1SAT, Itype, call, location, status and call numbers. Then the real fun began. They had to somehow fit hundreds of items back into the collection. This meant doing the most dreadful library job ever, shifting. Mary and Carla were the best! They came in at 7:00 am for a few days just to help. They finished the project in less then a month! I do believe that is some type of record. As anyone who has bought something new for a room in their house knows, you must redecorate the entire room! Well that's what happened here! After shifting over half the library, they decided to shift the ever-growing Spanish collection. Then, one morning after doing all her early morning work, Cindy decided that the periodicals just had to be moved and she did. She moved over 40 wooden shelves and the periodicals that went with them all before the library opened. By doing this they were able to fit two more tables, which will allow more patron seating and work room.

Cindy reviewed the job descriptions of the Circ/ tech staff. She wanted to assure that the staff understands that they are all equals. For example, if the department head puts books away, so can the rest of the staff! So, starting June 19th everyone who works in the Circ/Tech department will help put away books.

Surprisingly we are still changing over some cards to the new card. This month we changed six cards.

Adult Services

During the month of May, Reference hosted our first "Melrose Park Public Library Hispanic Film Festival". Todd Quesada screened seven different Latino DVDs over a three-day period and provided

refreshments such as chips and salsa and Mexican soft drinks. Turnout was not what we had hoped for, but we'll try again possibly this January or February.

Beth Rasch completed the June/July/August newsletter and should have the Spanish-language version ready by early June. Both versions will be available on-line and in print format.

Margaret Flanagan created an adult summer reading incentive program to help encourage our adult patrons to check out our new adult fiction and non-fiction books. Each patron who checks out an item from our new bookshelf will have an opportunity to enter a weekly raffle (only one entry per person per week). At the end of the week, we'll draw one name and the winner will receive a \$10.00 gift certificate or gift card from a local business. The program will run eight weeks and at the end of the promotion, we'll hold a final raffle for a \$50.00 gift card. We're off to a good start as we've already received 30 entries for the first week. Our Adult Fiction circ numbers showed a significant improvement in May and we hope our promotion along with an improved and expanded fiction selection will continue that trend.

We've also begun preparations to offer digital books. Beth has been working with the vendor "Recorded Books/Net Library" and we will be ready to go live on July 1. We'll fund this program through our Per Capita grant.

We will also be using a portion of the Per Capita grant to increase the numbers of A/V materials in our Spanish language collection – books on CD, music CDs and Latino films on DVD. We've also added another set of the very popular "Ingles Sin Barreras" DVDs (a self teaching program for Spanish speakers to learn English) and have bought our first set of "Computacion Sin Barreras", which is a self teaching program that will help Spanish speakers learn how to use programs such as Microsoft Word, Excel, Powerpoint and Publisher.

Youth Services

This month, the Youth Services Department was devoted to publicity and outreach for the upcoming summer reading program. So far, Jane Addams, Stevenson, St. Paul Lutheran, and Sacred Heart Schools have welcomed a 15-20 minute Summer Reading Presentation for all the classes. Several classes have also visited the library to learn more. Over 1500 children have now personally heard about the summer reading program. Flyers have gone out to all of the local schools, and the brochures are completed for distribution in the library. The Rose Newspaper will be publishing four pages of information about our programming in the June edition.

The Summer Reading program is now fully planned. We have gotten local sponsors for many of our prizes. Those sponsors include: Anthony B's Pizza, Lucky Dog, Danny's Deli, McDonalds, Wendy's, Old Country Buffet, and Cinemark. We also have just received word that we have been accepted for a grant from the Illinois Arts Council for \$140.00 to help hire our storyteller this summer.

We still hosted a few programs in May. Our three children's programs had an attendance of 21 kids, and our five teen programs attracted 34 students. Most of our programs took place in the upstairs meeting room or in the Senior Commons area due to the remodeling in the basement. That work is now nearly completed, and the basement is ready to awe the children when the Summer Reading Program begins. Our reference statistics for this month are also really booming. We answered 313 reference questions, 21 phone inquiries, and 87 young adult questions. Our game computers were logged in 246 times.

VI. Report of Officers and Committees

A. Finance

- Brief discussion of the budget. Lianne met with the Village auditor concerning the Grant Account. Everything went well. We will find out when the budget is due, and Trustee Latzke will meet with Barb to discuss redistribution of funds for next year.

- B. Building & Grounds - Mr. Misasi mentioned that the semi-trucks are still parked on the sidewalk. There was a brief discussion of the lime pit, and removal of the dirt.
- C. Policy Committee - NO REPORT
- D. Personnel Committee - NO REPORT
- E. Attorney -an ex parte judgment for \$5,100.00 and \$249.00 court costs was issued on June 5th in the Nancy Wood matter. It will be final in 30 days.

VII. Unfinished Business

- A. We again discussed the Newsletter. At the present time, the possibility of issuing it 4 times per year in English and Spanish to all Melrose Park households would be cost prohibitive. We are providing them at the Circulation Desk for those of our current patrons who are interested. Logistics of placing them at local churches, hospitals, and merchants was discussed.

VIII. New Business

- A. IPLAR – Illinois Public Library Annual Report
- B. Certificate of Equalized Assessed Valuation

On a motion by Trustee Latzke, seconded by Trustee Taconi, it was resolved that The Board approves the IPLAR and the Certificate of EAV.

When the question was called, the following vote resulted:

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

IX. Adjournment

There being no further business, a motion by Trustee Taconi seconded by Trustee Latzke it was resolved that the regular Meeting of the Board be adjourned at 7:45 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: _____



Mary Taconi, Secretary