

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
June 9, 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 7:03 p.m.

MEMBERS PRESENT: Trustees Alaimo, Bonilla-Lopez, Culotta, Gustello, Latzke and Misasi

MEMBERS EXCUSED: Trustee Cervone

ALSO PRESENT: Library Director, Barbara Giordano; Library Attorney, Russell Syracuse; and Administrative Assistant, Lianne O'Brien.

II. The Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

President Gustello again thanked the board for having made adjustments to the previous meeting dates.

III. Secretary's Report

A. Minutes and Communications

Director Giordano observed that the minutes noted Mr. Syracuse as having been present at May's meeting. He was, in fact, excused.

On a motion by Trustee Alaimo seconded by Trustee Misasi, it was resolved that the Minutes from May 13, 2008 were approved with the above noted correction.

When the question was called, the following vote resulted:

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

The motion was declared passed.

B. Correspondence and Public Comment

There was no correspondence nor were there any public comments to discuss.

IV. Treasurers Report

A. Approval of Accounts Payable

On a motion by Trustee Culotta and seconded by Trustee Misasi it was resolved that vouchers for May, 2008 numbered **20313** through **20342** in the amount of **\$28,052.84** were approved.

When the question was called, the following vote resulted:

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

The resolution was declared passed.

B. Income & Expenditures to Date

Included in the packet.

II. Director's Report

- The roofers have been working (weather permitting). So far not much has been done. There was a discussion of several issues concerning the company who is working on the roof.
- It was discovered that the pipes for the bathrooms to be renovated are encased in cement, and have no access to them. Further information will be forthcoming.
- We installed a janitorial sink in the basement. When checking the drain, it was discovered have a rock in it. Barb & Joe managed to clear it with a hanger and the vacuum cleaner. Things are now running smoothly.
- The gentleman on the corner is only cutting the lawn up to his property line. He left a patch (our property) of about 4 feet square which was 2 feet high. Due to poor visibility for drivers, it was necessary for the Village to come cut it. In the future we will be doing our own yard maintenance
- Tuck pointing is necessary around the whole building..
- Air conditioners were repaired again. Parts were needed for one of the large units.
- The new part-timer replacing Eileen Stewart in Youth Services started at the end of May. Her name is Sarah Holtkamp, and she seems to be fitting in quite well.
- We have inherited 4 part-time summer workers from the Village. There was a brief discussion.

- By January, we must have a working phone and emergency light in the elevator. Anderson Elevator will be doing the work.
- Circulation seems to have dropped in the last 3 months. Upon investigation we find that the substitute police officer has been stopping children at the door. The children have been using the other area libraries because they are afraid and do not feel welcome. Barb has gone to his superiors, and he will be moved out of the library.
- Barb gave the Board application information for ILA in September. Trustees were asked to let Lianne know if they would like to attend Trustee Day.
- Cindy was asked to be the director at River Grove. She declined and said she prefers to stay at Melrose Park.
- See you in September!

Circulation/Technical Services

Circulation/Technical Services has carried on performing their regular duties. Additionally, summer projects are to include deleting cards that are more than 3 years out of date, preparing and running a report to ensure that all required fields are completed, completion of any fields which are empty, and the update of records for juvenile patrons who are now 18 to adult patrons.

Adult Services

In May, Adult Reference hosted the first of the three Latino Heritage programs paid for through our grant from Alberto-Culver. The bi-lingual Huichol Craft program (Mexican bead art) drew fifteen participants, mostly families. The participants created their own bead art designs with the help of a representative from the National Museum of Mexican Art. We'll be hosting the second program in this series in June and the final one in September.

We also approached six neighboring libraries about partnering in a joint mail-order home project based upon our own mail-order home program from last year. We applied for a grant from the Union Pacific Railroad to fund programs and surveys for Oak Park, River Forest, Maywood, Bellwood, Berkeley and Elmhurst. Our goal is to discover more historic mail-order homes in surrounding communities and have this information added to a database Julia and Heidi are in the process of creating. This database would be freely accessible through our website to anyone with an interest in this era of American architectural history.

Heidi taught a half-day class at MLS in Burr Ridge about best practices for handling archival materials, such as photographs, newspapers and glass plates. Feedback was very positive and participants expressed an interest in additional sessions.

Youth Services

This month we had 635 youth, 18 telephone, 123 young adult, 4 email, and 5 meebo/instant message, reference questions. 180 children and teens attended 11 programs. Our "We the People"

program was the highest attended and the children had a great time playing political Madlibs, Pin the Hat on Lincoln, and reading each other's essays from the "We the People" essay contest. We are very pleased with the outcome of this contest and, as stipulated when receiving the grant materials, have submitted all programming materials to the American Library Association. We also held a fun and interactive kickoff party to promote our summer reading program, 47 children and teens signed up already.

Last month Katie and I visited most of the area schools to promote our summer reading program. We look forward to an exciting summer and hope to increase the number of children who complete all reading levels. We have received many donations from area businesses for prizes and incentives for the program and have letters out requesting more. Registration began on Monday June 2nd and we will start our daily programming on Monday June 16th.

Our new part time youth services associate, Sarah Holtkamp, started working with us at the end of last month. She will take over the Preschool Storytime duties and Jennifer will devote more time to improving and updating our website. Sarah was a storytime intern at the main branch of the Oak Park Public Library and comes very highly recommended.

Our new early literacy computers have proven to be a huge hit, with many families coming in regularly to use them. We are updating our system to gather usage statistics, and should be able to report those next month. With the ending of the school year, the youth services department is busier every day. All youth services staff are ready for the beginning of the summer reading excitement and we look forward to another successful and fun filled summer.

VI. Report of Officers and Committees

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

- We will accept the draft of the Employee Manual, work on it over the summer, and have it in place in September.

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

- Was discussed in the context of the Director's Report

C. Attorney - Russell Syracuse

- We got another check from Nancy Wood. She is once again up to date. She still owes us \$949.00.

III. New Business

- A. The budget amendment for Building Improvement which was discussed and directed at the last meeting, has been acted upon, and we now have the additional line-item.

- B. A student from U of I is doing a survey, and wondered if she could videotape the children. Barb explained that she could interview parents but not tape the kids.
- C. Any questions from reporters should be directed to Barb who will refer them to the marketing director.
- D. IPLAR report must be signed in blue ink.
- E. Employee Manual – Draft

On a motion by Trustee Alaimo and seconded by Trustee Bonilla-Lopez it was resolved that the Library Board accept the proposed Employee Manual as a Draft.

When the question was called, the following vote resulted:

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

The motion was declared passed.

VII. Unfinished Business

- A. Change in Saturday Hours beginning in the fall. We will be open year round for four hours on Saturday.

VIII. Adjournment

There being no further business, on a motion by Trustee Misasi seconded by Trustee Culotta it was resolved that the regular Meeting of the Board be adjourned at 8:06 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted
Lianne O'Brien, Administrative Assistant

Approved: Vernice Bonilla-Lopez
Secretary