

**Melrose Park Public Library
Library Board Meeting Minutes
March 10, 2003**

I. Call to Order and Roll Call

The meeting was called to order by President John Culotta at 7:00 p.m. Present at the meeting were Trustees: Alberttis, Cervone, Gustello, Latzke, Misasi, and Venute. Attorney Santana was absent. Also present were Director Italia and Administrative Assistant Holdvogt.

II. Secretary's Report

a. Minutes and Communication

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

RESOLVED: THAT THE MINUTES OF THE FEBURARY 10, 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 the trustees voted aye. The resolution was declared passed.

b. Correspondence and Public Comment

- i. Tom's Landscaping sent over a proposal for landscaping work for 2003. Their fee is \$400 a month for 8 months.

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

RESOLVED: THAT TOM'S LANDSCAPING BE GRANTED THE LIBRARY LANDSCAPING CONTRACT FOR 2003.

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

- ii. Tickets for the Melrose Park senior center are on sale for \$5 each.
- iii. Pete Sawers of Executive Service Corps addressed the Board and thanked them for hiring them. He talked of their goals for the Community Survey and will be in contact with Board members and community leaders to being meetings.

III. Financial Report

a. Approval of bills payable

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

RESOLVED: THAT VOUCHERS 18339 THROUGH 18371 BE APPROVED FOR PAYMENT.

b. Income/Expenditures to Date

- i. John Gregor, Village Comptroller, will be asked to attend the May meeting

IV. Librarian's Report – also see attached

- a. The fire alarm system may be changing over to wireless in the future
- b. Pat has been meeting with members of Western Cook County Literacy Volunteers as well as other area organizations to look into funding and grant partnerships. There is a \$50k grant which will be applied for which would aid literacy/tutoring programs.
- c. A memo from the Secretary of State/State Librarian was received which outlined Per Capita Grant requirements for the upcoming year. These include assessments of collections and staff for each community.

V. Report of Officers and Committees

- a. Finance Committee: LACONI has sent an updated version of the salary schedule, which will be looked at shortly
- b. Building & Grounds Committee: It has been discovered that 2 of the roof air fans are missing both generators and motors. This is being looked into. A log will be created, citing all major land and building maintenance to prevent this from happening again.
- c. Policy Committee: Trustee Latzke reported on Village policy vs. Library Policy
- d. Personnel: Yearly employee reviews are to be established, highlighting library and employee goals for each year and if they are met. The library director is to establish a list of goals in conjunction with the Board. A list of feasible short and long-term goals is to be presented to the Board in May, with implementation beginning in June. The library director's schedule was discussed; he is to start working one evening per week, possibly Mondays. Employees are to be kept informed of what is decided at board meetings.
- e. Library Expansion Committee: Trustee Latzke and the hired architects have been meeting to discuss spacing needs. Several expansion possibilities have been drafted.
- f. Attorney's Report: none at this time due to Attorney's absence.

VI. Unfinished Business

VII. New Business

- a. The ALA Conference in Toronto will be discussed at the April meeting, as well as establishing a policy for deciding which board members should attend conferences.
- b. Elections for library board terms of office will be held at the April meeting.

VIII. Adjournment

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

RESOLVED: THAT THE MARCH 10, 2003 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED.

All the trustees voted AYE. The resolution was adjourned by the order of the President at 8:45 p.m.