

**Melrose Park Public Library
Board of Trustees Meeting
March 14, 2005**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:05p.m.

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

ALSO PRESENT: Library Director, Barbara Giordano; Administrative Assistant Lianne O'Brien; Library Attorney, Gus Santana

MEMBERS ABSENT: Trustee Cervone

II. The Pledge of Allegiance was recited by all present.

III. Secretary's Report

a. Minutes and Communications

Trustee Misasi noted that on the first page of the February Minutes under Financial Report, Trustee Cervone was listed as having made a motion to accept. In actuality it was trustee Misasi who made the motion. The minutes will be corrected to reflect this.

On a motion by Trustee Latzke and seconded by Trustee Venute, it was

RESOLVED THAT THE MINUTES OF THE FEBRUARY 14 , 2005 MEETING BE
ACCEPTED AS CORRECTED.

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

President Gustello read "thank you" letters for allowing 2 young people to obtain their community service hours for confirmation by working in the Library. There was a discussion regarding a donation of \$25.00 to the Sisters of St. Charles for their St. Joseph's Table, and to put a \$50.00 ad in the Mt. Carmel Feast booklet.

On a motion by Trustee Misasi and seconded by Trustee Venute, it was

RESOLVED THAT THE LIBRARY WILL PLACE A \$50.00 AD IN THE MT.
CARMEL FEAST COMMITTEE BOOKLET

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

On a motion by trustee Venute and seconded by Trustee Misasi, it was

RESOLVED THAT THE LIBRARY WILL DONATE \$25.00 TO THE SISTERS OF ST. CHARLES FOR THE PURPOSE OF FUNDING THEIR ST. JOSEPH TABLE

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.

Barb reported that Old Country Buffet donated gift certificates as prizes for the Summer Reading Program

IV. Financial Report

a. Approval of Accounts Payable

There brief discussion vouchers to libraries whom we are paying for unreturned materials borrowed via Interlibrary Loan by our patrons.. There was a brief discussion of an invoice for door repair.

On a motion by Trustee Latzke and seconded by Trustee Misasi, it was

RESOLVED THAT VOUCHERS 19092 - 19122 BE APPROVED FOR PAYMENT.

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. Income/Expenditures to date.

No discussion

V. DIRECTOR'S REPORT

Included in the Board packet is a copy of an Inter-office memo that Barb distributed to the staff concerning dealing with disruptive patrons. The reason behind the memo is that a Franklin Park librarian attempted to deal with a disruptive patron, and was severely beaten by the patron. In the event of a confrontation, staff members are NOT to attempt to deal with it themselves. If Joe is not in the library, the police emergency line (911) should be called immediately.

Jennifer has resigned. She is the part-time Youth Services Assistant. She will be going to Oak Park for more money (\$12.00 here vs. \$16.00 there).

Barb presented three quotes from various companies for revamping our fire safety apparatus. These quotes were provided by the Fire Chief. There was a quote from Customized Protection Service for \$8,500.00 which was recommended by the chief. Barb is requesting Board approval.

On a motion by Trustee Culotta and seconded by Trustee Venute, it was

RESOLVED THAT THE BOARD ACCEPTS THE QUOTE FROM CUSTOMIZED PROTECTION SERVICE FOR \$8500.00.

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 week of April 10th is National Library Week. The week will be "Fine Free" and we are planning various programs for both adults & kids. Tomorrow Barb, is doing a whole day of workshops on the importance of reading at Grant School.

There was a discussion of staffing, the need to hire a full-time person in Youth, and in Reference. We hired 2 new pages.

We are beginning to work on the raise schedule for July. Barb would like to see the pages get something too.

The reference department is doing excellent work.

The Mayor was here with Mary Ann Paolantonio-Salemi and George Bellini. They are working up a brochure that will list all the improvements at the library for release sometime before the election.

Barb reported on the popularity of the wireless environment we are providing. She has had many grateful comments from patrons. Versatile is working on an "on line" internet agreement for us. Patrons can just click on an icon, to agree to the policy. We ordered a new camera/projector to enable us to provide power point presentations.

Lianne made some calls regarding charges for DVDs. She has not completed the list, but, so far, only one charges. Hinsdale charges \$1.00 for their patrons. They do not charge for interlibrary loans.

We have ordered the neon sign for the DVD's and are altering the Teen's sign so it will be more visible. We are also investigating the cost of a moving sign.

Front stairs are getting rusty again. There was a discussion about the quality of work. Handicapped individuals must enter through the Senior Center. The ring the bell which rings at the Circulation desk. Either Barb or Lianne let them in.

VI. Report of Officers and Committees

- a. Finance - NO REPORT
- b. Building & Grounds - NO REPORT
- c. Policy Committee - NO REPORT
- d. Personnel Committee - NO REPORT
- e. Attorney - Gus will be calling Jackie to get Nancy's Social Security number so he can initiate a skip tracer. He explained the process for garnishing her wages, but that she has to get a job in order to do this.

VII. Unfinished Business

- A. Committee Structure and re-organization. Since Norma is no longer here, perhaps some of the trustees would like to change committee assignments. There was some discussion about committee memberships. These are really things that we must begin working on.
- B. Library restructuring policy to be developed by the policy and personnel committees.
- C. DVD Charges- Lianne will call a few more Libraries to determine how many of them charge for DVDs. There was a brief discussion of numbers of DVDs lost or being returned with damage.
- D. Barb's Salary – John will do research. Any adjustment should be retroactive to at least January.

VIII. New Business

- A. Brief discussion of IMRF rules on benefits provided to survivors if the employee dies. Per Barb.: **IMRF benefit dies with the employee.**
- B. Discussion of a gift for Norma to commemorate her years of service to the Library. It was decided to get her a mall gift certificate. Trustee Taconi will get the certificate.
- C. Tom's Landscaping Contract – Brief Discussion. This is just for cutting the grass. Tom will come back with a quote for re-working the stones and landscaping around the building.

On a motion by Trustee Latzke and seconded by Trustee Venute, it was

RESOLVED THAT THE BOARD ACCEPTS THE QUOTE FROM TOM'S LANDSCAPING

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

IX. Adjournment

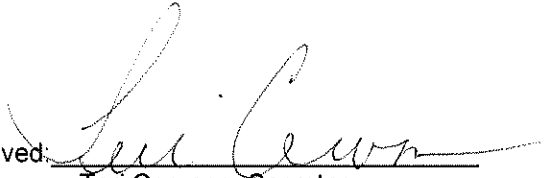
On a motion by Trustee Misasi seconded by Trustee Latzke it was resolved that the regular Meeting of the Board be adjourned at 8:10p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Teri Cervone, Secretary