

**Melrose Park Public Library
Board of Trustees Meeting
March 13, 2006**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:02 p.m.

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

MEMBERS ABSENT: None

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

It was noted that under Correspondence & Public Comment, the name of the Man of the Year nominee was spelled incorrectly. It will be corrected.

On a motion by Trustee Cervone and seconded by Trustee Taconi, it was

RESOLVED THAT THE MINUTES OF THE January 9, 2006 MEETING BE ACCEPTED WITH
THE CORRECTION NOTED

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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea Venute Yea

The resolution was declared passed.

IV. Treasurers Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS **19433** through **19465**, FOR February, 2006 IN THE AMOUNT
OF \$19617.92 BE APPROVED FOR PAYMENT.

There was a brief discussion concerning several of the vouchers. Mr. Syracuse explained that the additional charge added to their bill was a filing fee to file court papers After a full

discussion thereof, President Gustello called for a vote upon the motion to adopt the resolution as read. The voice vote was as follows:

Cervone Yea Culotta Yea Gustello Yea Lutzke Yea Misasi Yea Taconi Yea Venute Yea

The resolution was declared passed.

b. Expenditures to Date

It was noted that the December, 2005 expenditures which were subtracted from the 2006 budget have not yet been "backed out" though Mr. Gregor assured us that they would be. In addition Ms. O'Brien apologized for not including the expenditures report in the Board Packet. She only received the Village Report today.

V. DIRECTOR'S REPORT

- We got a new microwave for the lounge
- The 4 new chairs for the Youth Services department are here
- We need a new refrigerator
- We are relocating the large showcase upstairs for the Historical Society to provide more space for the CD display
- The Reference Department has applied for five grants from various sources. Barb is looking in to a grants for at least \$50,000.00 to make the front entrance more accessible to our physically challenged patrons.
- The Tech Services area is complete
- Assisting the reference department with scanning photos for the Digital Archiving Grant
- Investigating availability of grants for construction of the front entrance to make it handicapped accessible
- We will be evaluating employees for salary increases

Circulation/Technical Services

In addition to our routine work of ordering, processing, generating cards and assisting patrons, the past month has seen a big change in the technical services area. The old green counter and Formica cabinets are gone, and have been replaced with matching cabinetry and a counter that is far more ergonomically appropriate and functional for the staff to work at.

The fax machine has been moved from the Technical Services workroom to the front desk. This eliminates a lot of extraneous traffic from the workroom, and allows circulation staff to fax for patrons without leaving their station.

The laminator, previously located in the Senior Commons has been moved to the safe (next to the tech services work-room). This will allow far more efficient access for staff, and keep the machine out of the way of those who are not trained and may try to use it. In the past, this has caused problems for us.

Adult Services

During the month of February, the Adult Reference department handled 828 in-person information requests, 144 phone inquiries and 2 e-mail reference questions. We also had 2,124 computer log-ins.

Reference Librarian Beth Rasch completed our new Spring, 2006 library newsletter. It's available on our website and hard copies are available at the circulation desk. On the grant front, some good news – apparently Sam's Club in Northlake has approved our grant for \$1,000! We'll be using the funds to acquire additional Spanish-language material. We've been told to expect the funds sometime in March. We're still waiting to hear from Jewel Foods and from Walgreen's.

The reference staff has also initiated work on an LSTA grant. We're hoping to organize and digitize the historical collection stored upstairs. We've amassed several hundred historical photographs, ephemera and documents. Once it's sorted out and we've decided what should be digitized, we'll begin the long process of applying for the state grant money. Digitization will ensure the items are preserved in some form and will allow universal access – once digitization is complete, **all** of the items will be available on-line through our website. The state has a deadline of April 19 for our letter of intent and a May 19 deadline for the actual grant application. The decision on funding, however, won't be made until October. If we receive the funding, we're hoping to work closely with the Melrose Park Historical Society and with any long-time village residents in identifying the people, places and time frame for many of the unidentified photos.

Another major project we're considering is whether to make digital books available for download to patrons' MP-3 players or similar devices. There is a statewide consortium of libraries organized by the North Suburban Library System, which we're looking into possibly joining (currently, MLS does not offer such a program). Right now, we're trying to gauge whether there would be enough local interest for us to move forward with this project.

Youth Services

February was Black History Month as well as the Olympics, so kids were busy with many projects. Our reference statistics were up again, answering 368 children's questions, 59 young adult questions, and 24 telephone inquiries. Our computer usage also increased, to 196 logins on the game computers alone—often with 2 kids playing on the same computer. There is often a line for the computers, and we provide classic board games for the children to play while waiting. These games are very popular, and they minimize the number of children who cluster around the computers.

Our programming was not as well attended this month, possibly due to the number of school projects that are keeping the kids busy. We had 36 and 7 children at 6 programs. While some of the programs run about 4-8 children, an encouraging sign is that many of the same children continue to come to programs. This shows us that they enjoy what is happening at the library, and our next thrust needs to be outreach to draw in those who have never before attended a library program. One program that we used to draw in non-library users was a Yu-Gi-Oh dueling tournament, which was a huge success. Some teen Yu-Gi-Oh fans spread the word about the program, and we had 25 kids aged 9-20 participating. I was pleased with the turnout, but also pleased that people checked out some books I put on display and even checked out the music CD that I was playing! Several other kids asked for music that the library did not own, so we will be distributing a survey to see what kinds of music the teens would like us to have and buying some new CDs based on their recommendations.

Another project that the youth services staff is working on is updating the website. We are trying to make the presentation more kid friendly as well as encouraging kids to use our online databases and resources. We also are implementing Laura's List—candid reviews of the newest teen books. Hopefully, this blog-type entry will encourage teens to read the new books as well as encouraging use of our web page. We currently have the music survey on the website, and will be incorporating more interactive features like surveys soon.

Following an extensive discussion, the board approved the purchase of a new refrigerator.

VI. Report of Officers and Committees

- A. Finance - NO REPORT
- B. Building & Grounds - Mr. Misasi & Mr. Venute met with Pete Urso to discuss the issue of the air handlers. Barb informed the group that we have been approved for 2 new heating/air-conditioner units which will be installed this spring. The Board thanked them for their efforts.
- C. Policy Committee - NO REPORT
- D. Personnel Committee -NO REPORT
- E. Attorney -Russell Syracuse filled in for his father, who is ill. He updated the Board on legal action taken against Nancy Wood; aka Nancy Bradford. The court date is set for April 17, 2006 at Maybrook. He will contact us with further details at a later date.

VII. Unfinished Business

- A. Discussed the priority list, and the fact that we are going to remove the carpeting in the basement and in the kitchen.

VIII. New Business

- A. The Board would like to provide Notary service at the Library. We will look into it.
- B. Trustee Cervone will not be at the next two meetings due to surgery.
- C. We discussed the Newsletter, and the possibility of issuing it 4 times per year to all Melrose Park households. We are investigating costs. We would also like to issue it in Spanish.
- D. Tom's landscaping Contract was discussed.

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

RESOLVED THAT THE CONTRACT WITH TOM'S LANDSCAPING FOR 2006 IS APPROVED.

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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Yea Venute Yea

The resolution was declared passed.

- E. Barb discussed evaluations and staff salary increases.
- F. President Gustello discussed procedure for Director's evaluation. Lianne will send copies of the Evaluation Form to the trustees.
- G. There was a discussion about the defibrillator, training and use

IX. Adjournment


There being no further business, a motion by Trustee Cervone seconded by Trustee Taconi it was resolved that the regular Meeting of the Board be adjourned at 7:50 p.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: 
Mary Taconi, Secretary