

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
March 12, 2007**

**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 7:00 p.m.

**MEMBERS PRESENT:** Trustees Alaimo, Cervone, Culotta, Gustello, Latzke, Misasi and Taconi

**ALSO PRESENT:** Circ./Tech. Department Head, Cindy, Maiello-Gluecklich, Susie Gutenberger, Interim Supervisor, Youth & Young Adult Services, and Administrative Assistant, Lianne O'Brien

President Gustello and the Board wished Trustee Misasi a happy 85<sup>th</sup> Birthday, and inquired about the health of his wife, who has been in the hospital.

**II. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all present.

**III. Secretary's Report**

a. Minutes and Communications

THERE WAS NO MEETING OF THE BOARD IN FEBRUARY. APPROVAL OF THE MINUTES OF THE January 24<sup>th</sup> MEETING WILL BE TABLED UNTIL THE **APRIL** MEETING DUE TO A CORRECTION REQUESTED BY Trustee Culotta.

b. Correspondence and Public Comment

There was no Correspondence, nor was there any public comment.

**IV. Treasurers Report**

a. Approval of Accounts Payable

After a brief discussion regarding some invoices, and some discussion of the check register, on a motion by Trustee Cervone and seconded by Trustee Latzke, it was

RESOLVED THAT VOUCHERS NUMBERED **19811** through **19831**, FOR JANUARY, 2007 IN THE AMOUNT OF **\$20,832.37** AND VOUCHERS NUMBERED **19832** through **19860**, FOR FEBRUARY, 2007 IN THE AMOUNT OF **\$18,713.93** BE APPROVED FOR PAYMENT.

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

The resolution was declared passed.

There was a short discussion concerning the bill for fire & casualty insurance from State Farm; (the Salvino Agency). It was suggested that we might want to look at other companies to see if we can get a more competitive rate elsewhere. Lianne will make copies of the policy to be examined by Mr. Syracuse.

b. Expenditures to Date

Expenditures will be presented at the next meeting

**V. Director's Report**

In the absence of Director Giordano, Cindy Maiello-Gluecklich, Department Head, Circulation/ Technical Services, reported on several issues affecting the library at this time.

- Laura Yanchick, our Children's Librarian has moved on. Living in Joliet and driving to Melrose Park on a daily basis were beginning to wear on her. She accepted a position at the Joliet Public Library, which is about 10 minutes from her home. We wish her well.
- Susie Gutenberger has accepted the position as Interim Supervisor for Youth & Young Adult Services. When she completes her MLS, she will be promoted to Department Head.
- One of the other Youth Services employees has been terminated for cause. This individual is well known to the board, and has been discussed in previous meetings. Cindy presented documentation of the final behavioral episode leading to her termination. There was a brief discussion about security levels on the computer system. Cindy is meeting with Versatile to develop password security for the web-based system. And the replacement of our server.
- This shifting of personnel has left our staffing levels a little thin. We need to replace Susie and our terminated employee with part-time people.
- Because the minimum wage is increasing, we may have to readjust all salaries to avoid compression issues as pages reach 18 years of age, and will be making as much or more than some of the part time assistants.
- The issue of the front entrance to the building has been discussed over and over. Cindy just wants the board to be aware of the multitude of complaints the staff at circulation receives during the course of the day.
- There was an audit of the Innovative System. This is the computer system in use by the whole consortium. They wanted to assure that we are using the system to its full capability. No results have been received yet.
- There is a new governance study group meeting from the system. They are discussing issues pertinent to the functionality of MLS. Cindy is part of the group and they have had several small meetings. Three large meetings are planned.
- Certification by the state, of cataloging (getting each record on to the system). Certain people will be certified to only do Bib records. Cindy will be certified.
- Cindy explained that we are in discussion with Versatile concerning the replacement of our server, and the development of a schedule for computer replacement so that we are not required to replace them all at once.
- There was a brief discussion about the statistics that are presented every month. Trustee Latzke requested that in the future possible trends be highlighted.

- President Gustello introduced Susie Gutenberger to the Board. Susie will be taking Laura Yanchick's position, and in turn, she is looking for someone to replace her vacated position and someone to replace Lourdes. As previously mentioned, staffing is a little thin, but we are advertising to fill the vacancies. One excellent candidate was interviewed this past week. Susie briefly described several grants she is researching, and her plans for collection development. There was a brief discussion about requirements for MLS preparation. Susie also described her plans for the department over the next several months.

**VI. Report of Officers and Committees**

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| A. Finance, Policy and Personnel Committee<br>Gustello/Latzke/Cervone/Taconi | NO REPORT   |
| B. Buildings & Grounds Committee<br>Misasi/ Culotta                          | Trustee Misasi made mention of the smell coming from the crawl space in the basement  |
| C. Attorney  | Another check was received from Nancy Wood (aka Bradford). She had stated that after the first of the year, she may be able to pay more than the agreed upon \$200.00 per month. This month's payment included a letter, which stated that she could not. Copies will be provided for the Board next month. |

**VII. Unfinished Business**

- A. Now we have been told that we should look for grant money for the carpeting. This is an ongoing saga.

**VIII. New Business**

- A. Mr. Cernauske informed us by letter that we have crumbling asbestos in the basement crawl space. It must be removed. He enclosed a contract for approval by the board. At the present time no one should be allowed in that area. There was a discussion concerning this problem, and the problem with the crawl space in general. It was determined that the Board would like Mr. Cernauske to attend our next board meeting to explain the problems fully. There was further discussion of the handicapped accessibility issue, and the possibility of TIFF funds. Cindy mentioned the fact that we really need to be more accommodating to our senior patrons. They frequently have a lot of difficulty.
- B. The new Tom's Landscaping contract is in the packet. There is no increase in cost over last year.

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

RESOLVED THAT THE CONTRACT FOR LAWN MAINTENANCE WITH TOM'S LANDSCAPING BE ACCEPTED.

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:

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

The resolution was declared passed.

**IX. Adjournment**

There being no further business, on a motion by Trustee Cervone seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:11 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:  
Lianne O'Brien, Administrative Assistant

Approved:   
Mary Taconi; Secretary