

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
March 10, 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 7:05 p.m.

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

**MEMBERS EXCUSED:** Trustee Latzke

**ALSO PRESENT:** Library Director, Barbara Giordano; Library Attorney, Russell Syracuse; Village Safety Director, Jim Cernauske; and Administrative Assistant, 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

On a motion by Trustee Alaimo seconded by Trustee Misasi, it was resolved that the Minutes from February 11, 2008 were approved.

When the question was called, the following vote resulted:

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

The motion was declared passed.

B. Correspondence and Public Comment

- I. The board received an invitation to the African American Contractors Association annual gathering. The members determined that if they wanted to attend, they would RSVP on an individual basis.

2. Mr. Syracuse presented a letter he has drafted to Nancy Wood (Bradford) who has missed the last two payments on her agreement. He is preparing a motion to garnish wages.

#### **IV. Treasurers Report**

##### **A. Approval of Accounts Payable**

On a motion by Trustee Alaimo and seconded by Trustee Culotta, it was resolved that vouchers for February, 2008 numbered **20224** through **20248** in the amount of **\$13,443.60**, were approved.

When the question was called, the following vote resulted:

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

The resolution was declared passed.

##### **B. Income & Expenditures to Date**

Current reports are included in the packet.

#### **V. Director's Report**

As Barb's report contained personnel matters of a confidential nature, the report will be given during the Executive Session of the Board.

#### **Circulation/Technical Services**

During the month of February, Circulation/Technical Services has carried on performing their regular duties. Cindy has participated in multiple meetings at the system regarding the circulation policies and procedures rewrite. Within the department, it has been a busy, but unremarkable month.

#### **Adult Services**

In February, Adult Reference hosted a program on how to sell on e-Bay. We had thirty participants come in to this fun program hosted by the United States Postal Service. The Post Office conducted the program for free and even took care of registering the participants and all publicity (including mailing postcards to all 60160 addresses). The Post Office also hosts a program on how to get a passport which we may try to host in May.

The state also announced this year's LSTA grant offerings in February and we'll try yet again for a digital imaging grant. We'll be attending an LSTA workshop at the system in March where we'll have the opportunity to ask questions of Karen Egan of the Illinois State Library. Karen is in charge of the entire LSTA program and we should get some good advice for this year's application. Margaret and Fidencio also attended a LACONI grant workshop at the Oak Park Library and got more grant advice there.

Adult Services also has continued interviewing veterans for our Veterans History Project with the Library of Congress. Two more veteran interviews, one from Vietnam and one from Korea were added to our archives and we have a World War II Army chaplain scheduled for a March interview.

Heidi is working on a new photo exhibit we'll be displaying in March and April. She's selected about seventeen photos from the 1920 Palm Sunday tornado and should have them ready within the next few weeks.

Julia and Heidi are working on enhancing our Historic Melrose Park website. Our goal is to make it more of an interactive resource, rather than just a collection of images. This improved site will prove to be a valuable asset for students and those seeking genealogical information on past Melrose Park families. Among other resources, we'll be adding our own death index, something genealogical researchers would find invaluable.

### **Youth Services**

February has been a busy month in the Youth Services Department. Believe it or not, we are already gearing up for Summer Reading. This year's theme is "Catch the Reading Bug" for children and metamorphosis for the teens. We have confirmed most of our performers and planned many of our programs already. We are still waiting to hear back from our multiple grant applications we have out to help to off set some of the costs of the programming. To kick off the 6-weeks of Summer Reading we have hired the Field Museum's Dirt Mobile. They will be bringing live bugs, dirt, and scientists to help the children learn about science in a fun and interactive way. We are also looking into buying an ant farm, monarch butterfly chrysalis's and a ladybug house.

We had 215 game computer sign ups, 572 juvenile reference questions, 6 email reference questions, and 183 young adult reference questions. There were major group projects going on this month in all grades. We had 106 attendees at 12 programs. These are big numbers for us. Our crafts and teen programs continue to be the largest programs. However, Victoria and Neena are doing a great job with the 2<sup>nd</sup> through 6<sup>th</sup> grade children. These programs are steadily picking up in attendance. We are in the process of beefing up our reference section on countries in anticipation of an upcoming school project. We are currently featuring books on Space and plan to have a trivia contest at the end of the month.

April will bring National Library Week, so we are gearing up for a fun filled, action packed week in the Youth Services department.

Our website is very popular and we are getting great feedback from colleagues and children. We had 183 visits to the teen site this month and they are spending an average of 5 ½ minutes on the site per teen. We had 178 visits on the children's site and they are spending an average of 4 ¼ minutes on the site. These numbers are encouraging and we are constantly adding new content every day.

## **VI. Report of Officers and Committees**

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

- No Current Report

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

- Will be discussed under New Business

C. Attorney - Russell Syracuse

- We have already touched on the Nancy Wood situation
- Mr Syracuse noted a question from Susie concerning release forms for children participating in programs having their pictures taken and later published. He presented a draft form for consent.

On a motion by Trustee Alaimo seconded by Trustee Misasi, it was resolved that the Board adopt the photo release form as presented.

When the question was called, the following vote resulted:

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

The motion was declared passed.

There was a discussion concerning Maywood children utilizing our computers for homework due to Maywood Library's changing hours. Issues addressed were legality, supervision, our own lack of sufficient computers for our OWN patrons. It was determined that Maywood's board should come and discuss the issue with a committee of our board.

On a motion by Trustee Alaimo seconded by Trustee Misasi, it was determined that the Board

- (A.) We look at forming a committee to address the issue, and
- (B.) That a letter be sent to Maywood's board noting that we will deliver a response after evaluating our own needs

When the question was called, the following vote resulted:

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

## **VI. New Business**

Board President Gustello introduced Jim Cernauske from the Village. Jim is our liaison for whatever projects are being planned for the renovation of the Library. Mr Cernauske explained that the crawl space in the basement will be paved over to eliminate the sewer smell and give us some viable storage. This phase will begin next week.

Next, Mr. Cernauske provided some preliminary drawings for the front stairs and entrance which is to be made handicapped accessible. One half of the stairway will be taken over for a ramp which will extend 30' to the north of the building and out to the sidewalk. The remaining stairs will be capped.

Barb expressed some concern that renovation of the first floor adult restrooms will take too much space within the library, thereby forcing us to eliminate at least 1 section of stacks. Mr. Cernauske explained that the extra foot of hall space would be taken out of the bathroom wall rather than the outside library wall. Therefore, we will not lose any space from our existing footprint. The trustees went to look at the space, so that they would understand exactly what he was explaining.

The next phase involves utilizing the current historical center for a computer room by cutting a door, and large windows into the south wall of the administrative office. The proposal also involved cutting another door into the west wall of the Historical Center. The board wants to discuss this phase and get back to Mr. Cernauske

Mr. Cernauske left and the board continued the discussion voicing some concerns with one phase of the plan.

## **VII. Unfinished Business**

- A. Library Insurance – Tabled until April Meeting
- B. Page Job Descriptions – Tabled until further notice

## **VIII. Adjournment to Executive Session**

On a motion by Trustee Cervone, seconded by Trustee Culotta, it was resolved that the board would adjourn to Executive Session at 8:15 pm.

When the question was called, the following vote resulted:

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

The motion was declared passed.

President Gustello and Director Giordano presented some issues which have arisen. The session was informational for the board, and advice was given by the board.

## **IX. Board Reconvened to Regular Session**

On a motion by Trustee Alaimo, seconded by Trustee Misasi it was resolved that the Board reconvene the regular Meeting of the Board at 8:45 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

### **Director's Report** (continued)

- We have ordered a Mail Station 2 (Postage Meter). It should be delivered soon.
- We are going to be getting the small computers for 2 – 4 year olds.
- Barb discussed the possibility of providing Nextel walkie-talkie phones for key personnel.
- Emergency lighting in the new storage area was discussed
- Replacement Coffee Maker was requested
- Discussion of Mac's vs. PC's
- Hamburger Helper website – ask friends and family members to go to the site and fill out the form. We may just get a grant!

## **IX. Adjournment**

There being no further business, on a motion by Trustee Alaimo seconded by Trustee Culotta it was resolved that the regular Meeting of the Board be adjourned at 9:00 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted  
Lianne O'Brien, Administrative Assistant

Approved: Veronica Bonilla-Lopez  
Secretary