

**Melrose Park Public Library  
Library Board Minutes  
May 12, 2003**

I. Call to Order and Roll Call

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

II. Secretary's Report

a. Minutes and Communications

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

RESOLVED: THAT THE MINUTES OF THE APRIL 14, 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 Trustees voted AYE. The resolution was declared passed.

Attorney Santana arrived at 7:10 p.m.

b. Correspondence and Public Comment

The Proviso Municipal League Quarterly Dinner is being held Wednesday, May 21<sup>st</sup> at the Hillside Holiday Inn Expo & Convention Center. All Trustees are invited to attend. "Mayor Ronald M. Serpico Bicycle Safety Day" will be held Saturday, May 31<sup>st</sup> from 10:00 a.m. to 2:00 p.m. at the Melrose Park Civic Center. The 4<sup>th</sup> Annual Melrose Park Chamber of Commerce Golf Outing will be held on Wednesday, June 11<sup>th</sup> at the Fresh Meadows Golf Course in Hillside. Discussion was held as to if the Library should sponsor a hole for \$100, and it was decided that the Library would not.

John Gregor was not able to attend the meeting as originally scheduled.

III. Financial Report

a. Approval of bills payable

Trustee Alberttis arrived at 7:15 p.m.

Trustee Latzke raised the possibility of being provided with a detailed description of each budget account. After a brief discussion, it was moved by Trustee Latzke, seconded by Trustee Cervone, that it be

RESOLVED: THAT A SCHEDULE OF ACCOUNTS DESCRIBING EACH BUDGET LINE, BE PRESENTED TO THE BOARD AT THE NEXT MEETING.

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

Trustee Alberttis discussed her dissatisfaction at not being able to sign the March vouchers due to her absence at the April meeting. Assistant Holdvogt apologized for this oversight and said it would not happen in the future. Both the Board President and Treasurer must sign all library vouchers.

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

RESOLVED: THAT VOUCHERS 18403 THROUGH 18442 BE APPROVED FOR PAYMENT.

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

IV. Librarian's Report (see attached)

The time frame for the Per Capita Grant requirements was questioned. The Executive Service Corps meeting with the Committee members on May 10<sup>th</sup> was discussed. Youth Services Librarian Giordano discussed upcoming programming and changes in staffing. Giordano and Director Italia will be meeting with parents at Stevenson school to discuss what resources the library has to offer parents and children. Brookfield Zoo passes should be available soon, and the lending period for these passes was discussed. Youth Services Librarian Giordano will be setting up the guidelines for patrons checking out the passes. Trustee Latzke mentioned that he had heard a positive comment about the Frida Kahlo exhibit outing. The Board also expressed satisfaction at being kept better informed of library programming and activities, and at the increase of these programs. Due to recent illness, the library's maintenance worker, Augie, is being helped out by a Village worker.

Current library fines of 5 cents/day for books were discussed. It was moved by Trustee Cervone, seconded by Trustee Gustello, that it be

RESOLVED: THAT LIBRARY BOOK FINES BE INCREASED TO 10 CENTS/DAY FOR KIDS AND 20 CENTS/DAY FOR ADULTS.

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

The possibility of charging fees for checking out DVDs was discussed. It was moved by Trustee Latzke, seconded by Trustee Cervone, that it be

RESOLVED: THAT THE DISCUSSION OF CHARGING FEES FOR DVD RENTALS BE TABLED UNTIL THE JUNE MEETING.

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

The possibility of the Library being open on Saturdays July through Labor Day was discussed. The hours of 10-3 were suggested, as well as there being no need for a maintenance man to come in on these Saturdays for extra hours. It was moved by Trustee Gustello, seconded by Trustee Misasi, that it be

RESOLVED: THAT THE MELROSE PARK PUBLIC LIBRARY BE OPENED ON SATURDAYS JULY THROUGH LABOR DAY FOR FIVE HOURS EACH DAY.

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

The Library department flow chart and job descriptions were discussed, including questioning the title of the position of administrative assistant.

It was moved by Trustee Cervone, seconded by Trustee Latzke, that the meeting be temporarily closed and moved into an executive session. The meeting closed at 8:00 p.m.

It was moved by Trustee Gustello, seconded by Trustee Alberttis, that the executive session be closed and the regular meeting be re-opened. The meeting opened at 8:40 p.m.

It was moved by Trustee Latzke, seconded by Trustee Misasi, that the motions from the executive session be accepted. The motions read that it be

RESOLVED: WHEN A BOARD MEMBER REQUESTS SOMETHING ROUTINE, THE DIRECTOR AND ALL LIBRARY PERSONNEL SHOULD MAKE EVERY EFFORT TO FULFILL THE REQUEST.

(Trustee Latzke, seconded by Trustee Cervone moved this motion. Trustees Gustello, Misasi and Alberttis approved this motion in executive session).

RESOLVED: THAT THE DIRECTOR'S JOB DESCRIPTION AND THE CIRCULATION/TECHNICAL SERVICES MANAGER'S JOB DESCRIPTION BE GIVEN TO THE BOARD OF TRUSTEES ONE WEEK BEFORE THE JUNE MEETING, THAT THESE DESCRIPTIONS WILL BE DISCUSSED AT THE NEXT MEETING, AND THAT THIS ITEM BE PLACED ON THE AGENDA.

(Trustee Latzke, seconded by Trustee Alberttis moved this motion. Trustees Misasi, Cervone and Gustello approved this motion in executive session).

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted AYE. The resolutions were declared passed. It was also noted that the Director was told several months back that an executive session should be placed on every agenda.

V. Report of Officers and Committees

All reports were tabled until the June meeting.

VI. Unfinished Business

a. Conference Attendance policy: tabled until June meeting

VII. New Business

a. Policy Manual: tabled until June meeting

Trustee Cervone was sworn in by Attorney Santana.

VIII. Adjournment

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

RESOLVED: THAT THE MAY 12, 2003 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted AYE. The resolution was declared passed. The meeting was adjourned by the order of the President at 8:45 p.m.