

**Melrose Park Public Library  
Board of Trustees Meeting  
May 10, 2004**

**I. Call to Order & Roll Call**

The meeting was called to order by President Gustello at 7:10p.m.

**MEMBERS PRESENT:** Trustees Alberttis, Cervone, Culotta, Gustello, Latzke, and Misasi.

**MEMBERS ABSENT:** Trustee Venute

**ALSO PRESENT:** Interim Library Director, Barbara Giordano; Attorney, Gustavo Santana; and Library Administrative Assistant, Lianne O'Brien.

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

**III. Secretary's Report**

a. Minutes and Communications

There was a brief discussion of the personnel related issues undertaken for action in the executive session of April 12, 2004

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

RESOLVED THAT THE MINUTES OF THE APRIL 2004 MEETING BE  
ACCEPTED AS AMMENDED.

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:

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

The resolution was declared passed.

b. Correspondence and Public Comment

Interim Director Giordano reported that the only correspondence was a letter of resignation from Penny Ramirez, one of the Reference Librarians, who obtained full-time employment elsewhere.

**IV. Financial Report**

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS 18802 – 18847 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:

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

The resolution was declared passed.

b. Income/Expenditures to date.

Accepted as presented.

#### IV. DIRECTOR'S REPORT

Ms. Giordano's report enumerated the items that have been accomplished during the past month.

- The new server is about 97% up & running. It should be completed by the end of this week, and we will have an in-service with Versatile professionals regarding back-up procedures.
- The 4 new computers (2 Tech Services, 1 Youth Services, and 1 in the Administrative Office) are installed)
- 2 new e-Mac computers for Youth Services that were approved at the April 12<sup>th</sup> Board meeting have arrived, and are installed. All the kids love them.
- Nick has completed pulling electrical wire and category 5 cable for office space in the basement, and for the new computers.
- A wireless hub has been installed in the basement.
- Ms. Giordano ordered modular office furniture for the basement that will arrive at the end of the month.
- Nick has finished painting the basement and Technical Services.
- The new light fixtures are beginning to be delivered, and a crew from the Village will be coming to begin installation sometime this week.
- Barb has been in contact with Phil Schwartz, and has signed the agreement for a new phone system. "They'll be here when they get here." was his response. The Circulation desk has been rearranged for better workflow.
- Technical Services has been rearranged to house an additional computer and allow for better, more efficient workflow.
- The new library cards that will allow for computer access, printing and payment of fines have arrived, and are now being processed by Circ. & Tech Services. Reference and Circulation staffs are working together to ensure a smooth transition.
- Danyelle Dalitto has been hired in Youth Services to assist with the Summer Reading Program. She is a student at St. Mary's University.

Barb presented a report that was prepared by library staff with input from a group of community members, and the assistance of The Executive Service Corps of Chicago. This report will provide material for our strategic plan. This is a requirement of the state and must be included in the next per-capita grant application.

Ms. Giordano presented a revised Emergency Manual and a new Emergency phone tree. In that vein she also presented a quote from Illinois Alarm to completely modernize the Fire Alarm system and bring us up to code. This quote was for \$15,000.00 – \$20, 000.00. Ms. Giordano discussed our options with Pete Urso from the Village, and he will be obtaining further quotes.

Barb also presented a report prepared by Nick Fiordaliso enumerating the many things he has accomplished in the Library during the past month. There was a brief discussion regarding the toilets in the library being of residential grade rather than commercial. Barb will call the Water Department to request that they rod the sewer.

**V. Report of Officers and Committees**

- a. Finance - nothing to report.
- b. Building & Grounds - Nothing to report. Still waiting to hear from the Mayor or Pete Urso as to when anything can be accomplished, and there are issues as to who will bear the expense.
- c. Policy Committee - Trustee Latzke presented the board with a policy relating to Conference Attendance. There was discussion on the policy with all members of the board participating.
- d. Personnel Committee - No report
- e. Attorney - No Report

**VI. Unfinished Business**

- a. Conference Attendance

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

**RESOLVED THAT THE POLICY ENTITLED "TRAVEL, MEETING AND CONFERENCE POLICY" BE ACCEPTED AS PRESENTED.**

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:

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

The resolution was declared passed.

- b. Professional Staff Vacation - Tabled for further investigation

**VII. New Business**

- A. Ethics Resolution for compliance with the Illinois State Officials and Employees Ethics Act

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

**RESOLVED THAT THE RESOLUTION FOR COMPLIANCE WITH THE ILLINOIS STATE OFFICIALS AND EMPLOYEES ETHICS ACT BE ACCEPTED AS PRESENTED**

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

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The resolution was declared passed.

B. Fire Alarm System Quote – Tabled following discussion of the cost.

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

On a motion by Trustee Alberttis, seconded by Trustee Culotta, it was

RESOLVED THAT THE BOARD WOULD ADJOURN TO EXECUTIVE SESSION  
AT 8:15 P.M..

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

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea  
Venute ABSENT

The resolution was declared passed, and the Board Adjourned to Executive Session at 8:15 p.m..

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

On a motion by Trustee Alberttis, seconded by Trustee Culotta it was resolved that the Board reconvene the regular Meeting of the Board at 8:50 p.m.

When the question was called, the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea  
Venute ABSENT

The motion was declared passed.

A. The following personnel related motions were discussed & voted upon.

**Motion 1** by Trustee Alberttis and seconded by Trustee Misasi.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea  
Venute ABSENT

The motion was declared passed.

**Motion 2** by Trustee Latzke and seconded by Trustee Alberttis.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea  
Venute ABSENT

The motion was declared passed.

**Motion 3** by Trustee Culotta and seconded by Trustee Cervone.

When the question was called the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea  
Venute ABSENT

The motion was declared passed.

There was further discussion on addressing our budget, adequate money for books, system "holds", and collection development; particularly with regard to the adult general collection.

**X. Adjournment**

On a motion by Trustee Culotta seconded by Trustee Venute it was resolved that the regular Meeting of the Board be adjourned at 9.25 p.m.

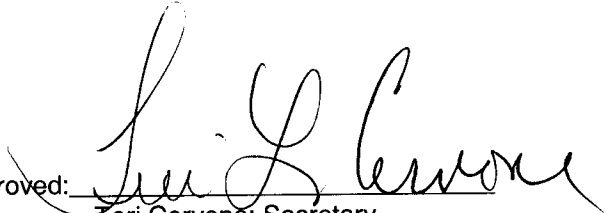
When the question was called, the following vote resulted:

Alberttis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi ABSENT  
Venute Yea

The motion was declared passed.

Respectfully Submitted:  
Lianne O'Brien, Administrative Assistant

Approved: \_\_\_\_\_

  
Teri Cervone; Secretary