

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
May 8, 2006**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 6:58 p.m.

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

MEMBERS ABSENT: Trustee Cervone (excused)

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

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

RESOLVED THAT THE MINUTES OF THE April 10, 2006 MEETING BE ACCEPTED AS WRITTEN

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

The resolution was declared passed.

b. Correspondence and Public Comment

The board received a Thank You note from Rick Beltram.

Barb's gentleman caller called to comment on the lights on the flag. "It's about time."

IV. Treasurers Report

a. Approval of Accounts Payable

After a brief discussion regarding some programming invoices, and on a motion by Trustee Taconi and seconded by Trustee Latzke, it was

RESOLVED THAT VOUCHERS **19507** through **19548**, FOR April, 2006 IN THE AMOUNT OF \$18,855.36 BE APPROVED FOR PAYMENT.

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

The resolution was declared passed.

b. Expenditures to Date

March Report is included with the packet. There was a brief discussion concerning the lag time in obtaining the expenditure reports from the Village.

V. Director's Report

- The tiling in the basement is almost complete, and we are awaiting the furniture company to put back the offices. The kitchen is the next area to focus on.
- Thanks to the building committee for the new air handlers.
- Nick built a storage closet in the basement. It is almost complete.
- All of our safety equipment and supplies are up to date and on the premises.
- Tom increased the amount of landscaping rock around the building, but the salt we put down this winter killed the new sod we put in last year. Tom is trying to coax it back to life.
- Nick is back as our Maintenance man, and has been doing some electrical work for us. He replaced Light fixtures in the administrative office and several of the bathrooms.
- The Landscape fencing has been painted.
- The kitchen cabinets will be painted.
- The new air handlers have been installed on the roof.
- Nick hurt his back again. We don't know how seriously, or how long he will be off. He is in the hospital awaiting surgery. In the mean-time, we only have Bob, who is not able to handle all that is required of him.
- Barb presented the board with a copy of the Grant Application for the Historical Society.
- Bob informed the board that maintenance personnel must attend a safety workshop on May 10th.

Circulation/Technical Services

The part-time, alternating staffing in Circ and Tech Services is working out very well. With two check-out stations, patrons are finding much shorter wait times to process their items. We changed over 15 old cards to the new ones.

Technical Services has been working full tilt, and all new items are cataloged, in the system, and ready for checkout within 24 hours.

The "mood" pencils that were handed out during national library week were a big hit.

Our old fax machine gave out, and we bought a new one. This is located at one of the front desk stations, which eliminates many steps for the Circ. Staff when faxing for patrons.

Adult Services

During April, Reference completed our LSTA grant proposal and sent it off to Springfield. We're applying for \$8,750 and will use these funds for our project "*Preserving the Past for the Future: the Digitization of the Melrose Park Historical Collection.*" We've organized the collection we have from the historical society and have selected 661 images (in seven categories) for digitization. The project will include the creation of a website and will incorporate a blog (for patron comments and feedback). This site will also ultimately include an audio section for those who are visually impaired – as required by LSTA. We should find out by August or September whether or not our request was approved. If this is approved, we would like to make this a rather long-term project and perhaps in coming years expand the categories of photos and also to include an oral history component as well. We'd like to interview long-time Melrose Park residents and preserve their stories on this website, along with the digital pictures.

During the month, we officially received our \$1,000 grant from Sam's Club in Northlake. Barb and Fidencio went there on April 13 and picked up the check. We've used these funds to buy about 60 Spanish language titles, both fiction and non-fiction, and a dozen Spanish language A/V items.

Beth has begun work on the summer edition (June-July-August) of our newsletter. Let us know if there are any items you would like us to include in it.

On the programming front, we have three adult programs lined up in coming months: the *Melrose Park Hispanic Film Festival* in May organized by Todd Quesada, *Handwriting Analysis* in June organized by Margaret Flanagan and *Dream Interpretations* in July organized by Beth Rasch.

Youth Services

April in the Youth Services department was busy, especially over Spring Break. We answered 289 children's reference questions, 30 phone inquiries, and 72 young adult reference questions. We logged 192 children onto the game computers. We had nine children's programs with 95 children and 23 parents attending. Our teen programs brought in 15 young adults for the three programs. The performer for National Library Week was Robert Miller, and the children really enjoyed his magic show based on the Dewey Decimal System. Before spring break, I created and presented a research skills class to a group of 5th graders from Melrose Park School. Several came in again during the break to continue their research. We also welcomed approximately 240 preschoolers from the PLCCA Head Start program for a library tour and storytime during the last week of April.

Our time between visits was primarily taken up planning for the Summer Reading Program. All six performers for this summer have sent contracts, and we are really excited about the amount of talent that will be here in Melrose Park. Jugglers, storytellers, and even live animals will grace the Senior Commons in June and July. Also, the teens have decided to sponsor a Variety Show for the younger kids to perform in, so Melrose Park children will be part of our Friday Specials this year.

VI. Executive Session – Board Retired to Executive Session

On a motion by Trustee Latzke, seconded by Trustee Venute, it was resolved that the Board retire to executive session at 7:25 pm for the purpose of discussing personnel matters

When the question was called, the following vote resulted:

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

The motion was declared passed.

On a motion by Trustee Latzke, seconded by Trustee Taconi, it was resolved that the matter discussed in the Executive Session be voted upon.

When the question was called, the following vote resulted:

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

The motion was declared passed.

VII. Board Reconvened to Regular Session

On a motion by Trustee Latzke, seconded by Trustee Venute, it was resolved that the Board reconvene the regular Meeting of the Board at 7:34 pm.

When the question was called, the following vote resulted:

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

The motion was declared passed.

VIII. Report of Officers and Committees

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| A. Finance | - NO REPORT |
| B. Building & Grounds | - Air handlers are installed and working fine. |
| C. Policy Committee | - NO REPORT |
| D. Personnel Committee | - NO REPORT |
| E. Attorney | -Discussed in Closed Session |

President Gustello excused herself at 7:30 due to a prior commitment. There being a quorum present, the meeting continued with Secretary, Mary Taconi presiding.

IX. Unfinished Business

- A. We again discussed the Newsletter. Barb explained that Beth is working on the next issue and we are dropping them off at the schools. We are also keeping them available at the circulation desk for current patrons, and will attempt to obtain permission to leave them with some of the Village merchants. At the present time, the possibility of issuing it 4 times per year in English and Spanish to all Melrose Park households would be cost prohibitive.

X. New Business

- A. There was a discussion concerning the nomination of new Board officers. It was determined that as the current officers are amenable to staying in office, they would retain their positions for the next term.

On a motion by Trustee Latzke, seconded by Trustee Culotta, it was resolved that the current officers serving would be retained for another year.

When the question was called, the following vote resulted:

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

XI. Adjournment

There being no further business, a motion by Trustee Venute seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 7:45 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Mary Taconi; Secretary