

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
May 14, 2007**

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

The meeting of the board of Trustees, Melrose Park Public Library was called to order by Treasurer/Acting Secretary Teri Cervone at 7:00 p.m.

**MEMBERS PRESENT:** Trustees, Cervone, Culotta, Latzke, Misasi and New Appointee Veronica Bonilla-Lopez

**MEMBERS EXCUSED:** Trustee Alaimo. President Gustello will arrive late.

**ALSO PRESENT:** Library Director, Barbara Giordano; Attorney, Russell Syracuse; and Administrative Assistant, Lianne O'Brien

Treasurer/Acting Secretary Cervone agreed to start the meeting in President Gustello's absence.

**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 Misasi seconded by Trustee Latzke, it was resolved that the Minutes from April 9, 2007 were approved.

When the question was called, the following vote resulted:

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

The motion was declared passed.

B. Correspondence and Public Comment

Barb presented a card from M.J. Wolske from the NWYS Professional Organization, along with a check. The check in the amount of \$25.00 was an honorarium for Laura Yanchick. It will be used to purchase something for Youth Services.

There was a brief discussion about the Historical Center Dedication and the traveling "Then & Now" exhibit as described in the "News and Views", and the Historical Society dedication will be June 28<sup>th</sup> at 7:00 pm. Invitations will be sent.

May 19, 2007 is the Melrose Park Little League Parade.

Veterans Park District hosts the Vietnam Veteran's Memorial Wall over Memorial Day Weekend.

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

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

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

RESOLVED THAT VOUCHERS NUMBERED **19897** through **19939**, FOR APRIL, 2007 IN THE AMOUNT OF **\$28,754.53** BE APPROVED FOR PAYMENT.

When the question was called, the following vote resulted:

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

The resolution was declared passed.

##### **B. Expenditures to Date**

We did not yet receive the expenditures for April from the Village. The Library Figures are included in the packet. It was also noted that the cost for the carpeting was taken from our budget.

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

- We received the Per Capita Grant check in the amount of \$28,349.72.
- The large screen television was purchased with the grant money from Grand Mart. It is located upstairs giving us handicapped accessibility for programming.
- We are getting a portrait of the Mayor, and one of Augie as well.
- The old lath & plaster Post Office ceiling in the current kitchen area has collapsed onto the dropped ceiling. It was bowing down pretty significantly. The Village electrical department staff is working to remove the debris.
- The new server is here, and hopefully, they will come and install it soon.

- The date for the dedication of the Melrose Park Historical Center is June 28<sup>th</sup> at 7:00 pm.
- The carpet tiles have arrived, and installation will begin on Friday, May 18, 2007.
- The Village electrical department will be working to repair leaks in the lower roof, to eliminate some leaking into the Administrative office. This roof is just a massive patch job. We will need a new roof at some point.
- We have recently hired 2 part time Reference Librarians. Julia Gregory, an MLS from Michigan, is replacing Beth; and Heidi Krug is an Art major who will help us with some of the re-decorating we will be doing for the Historical Center.
- Barb attended a workshop at MLS on the Library Live & Learn Construction Grant. We have a basic "catch-22" situation. We don't qualify for funds because we are not ADA compliant, and we can't become ADA compliant because we don't have the funds. The ensuing discussion centered around why we don't have even a quote for the work on the front entrance.
- Barb attended a workshop on Workplace Violence hosted by the Village Department of Safety. There was a brief discussion about workshops of this type, and the various Employee Assistance programs that are offered.

### **Circulation/Technical Services**

The National Library week give-aways were a big success. The kids were given pencils and "slap bracelets" while adults got a pen and note-pad. All items had our address and contact information on them, and we purchased enough to last for several more years.

Cindy continues to work with front-desk personnel promoting improved customer service and patron relations.

### **Adult Services**

In April, Adult Services welcomed our new Reference Librarian, Julia Gregory, to the library. Julia replaces Beth Rasch who went on to a FT position at the Highland Park PL. Julia has her MLIS from Wayne State in Michigan and has excellent skills in web design and web maintenance and will definitely enhance our services to our patrons. Also, with the approval to add one more librarian to the reference staff, we've hired Heidi Krug who will start at the beginning of May. Heidi has extensive archival and preservation experience and we're counting on her to make a significant contribution to Barb's soon-to-be opened "Melrose Park Historical Center". Heidi will also pick up the "Then and Now" photographic project we're working on with Fenwick High School. Our goal is to have this exhibit done in time to have its "unveiling" at the same time the historical center opens in late June.

Margaret and Julia also held our second monthly book discussion group in April. The book discussed was *The Lovely Bones* by Alice Sebold. Attendance was not what we had hoped for, but we will continue trying this for a few more months. What was interesting,

however, was the fact that several of the participants came from other towns. One participant was from Franklin Park and another was from River Grove. Both mentioned seeing the book club discussed in one of our weekly Proviso Herald columns. Apparently, the column is continuing to run in towns outside of the Proviso area.

Also, congratulations to Todd Quesada. He wrote an article on Spanish-language collection development that is going to be published in an upcoming issue of *American Libraries*. A library in Georgia, in an apparent backlash over the recent immigration controversies, proposed not buying any more fiction books in Spanish. Todd writes a bit of a rebuttal to that policy.

Margaret completed her "Emerging Grant Writers" LSTA grant application for \$2,500 and submitted it to the state. We've also nearly completed our second grant and hope to submit it May 11, pending copyright permission from Pioneer Press. This second grant is for \$20,300 and is in the digital imaging category. We hope to digitize our WWII-era copies of the Herald and have the images hosted by the Illinois Digital Archives. Gretel Stcok-Kupperman from MLS and Alyce Scott from IDA have both reviewed our proposal and we've incorporated their suggestions into our application.

### **Youth Services**

April was a successfully busy month. Our reference question totals were 520 general questions and 135 for Young Adult. We are gearing up for May, when we expect that our reference desk will be buzzing with kids and teens finishing up projects for school. The 3-7 p.m. homework only policy is proving to be exactly what the department needed. Kids and teens are getting their homework done and we're no longer hearing complaints about not being able to finish homework on the computer. For our gaming and typing computers, usage was up to 273 kids, an increase from last month.

We held a total of 14 programs and had 115 attendees this month. Our events during National Library week, such as Teen Book Club and the Captain Underpants Party, boasted the highest attendance numbers for the month. For the Captain Underpants Party hosted by Victoria Vanlandingham, 18 kids came to celebrate the imaginative series by Dave Pilkey.

Summer reading is upon us and our program calendar is set. We've currently visited Melrose Park School, Stevenson School, and Rhodes School to talk to the kids and parents about the upcoming summer reading program – more school visits are scheduled, as well as a talk at the District 89 Parents' Meeting. Flyers will be going out to the children within the next two weeks that detail the programs and activities that they can participate in during the summer reading programs. Prizes are coming in from local sponsors and we look forward to many more exciting things to come as we prepare for summer reading.

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

### **A. Finance, Policy and Personnel Committee**

Gustello/Latzke/Cervone/Bonilla-Lopez

There was a brief discussion concerning the Open Meetings Act with regard to contemporaneous communication, the number of meetings required per year, and the library year vs. the fiscal year.

President Gustello arrived during this discussion.

## **B. Buildings & Grounds Committee**

The old lath & plaster Post Office ceiling in the current kitchen area has collapsed onto the dropped ceiling. It was bowing down pretty significantly. The Village electrical department staff is working to remove the debris.

## **C. Attorney**

Russell Syracuse

Another check was received from Nancy Wood (aka Bradford).

## **VII. Executive Session– Board Retired to Executive Session**

On a motion by Trustee Cervone seconded by Trustee Misasi, it was resolved that the Board retire to executive session at 7:45 pm for the purpose of discussing matters of personnel and matters of probable and/or imminent litigation.

When the question was called, the following vote resulted:

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

The motion was declared passed.

- A. There was a brief discussion with Attorney Syracuse concerning a recent termination. The documentation requested was provided to the employee, and no further communication regarding litigation has been received
- B. There was a discussion concerning our Building Insurance policy, and current coverage.
- C. We need to investigate new Insurance Companies

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

On a motion by Trustee Latzke, seconded by Trustee Culotta, it was resolved that the Board reconvene the regular Meeting of the Board of Trustees at 8:02 pm.

When the question was called, the following vote resulted:

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

The motion was declared passed.

**IX. Unfinished Business**

- A. Carpeting issue is resolved. Installation will begin on May 18<sup>th</sup>.
- B. The re-dedication of the Historical Center has been changed to June 28<sup>th</sup> at 7:00 pm.
- C. Asbestos removed from the lime-pit area. The Village will be finishing the lime-pit area at some point

**X. New Business**

- A. We have a new appointee to the Library Board. Veronica Bonilla-Lopez will be fulfilling Mary Taconi's vacated position.
  - I. Attorney Russell Syracuse administered the oath of office to Ms. Bonilla-Lopez, and she was heartily welcomed by the membership.
- B. Three copies of the IPLAR were presented for signature.
- C. Trustee Culotta decided not to attend the ALA conference.
- D. Trustee Latzke is attending the conference.

**XI. Adjournment**

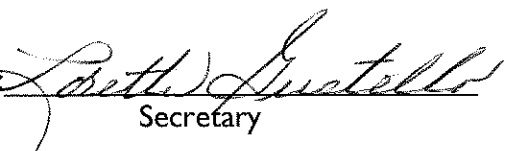
There being no further business, on a motion by Trustee Misasi seconded by Trustee Culotta it was resolved that the regular Meeting of the Board be adjourned at 8:15 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted  
Lianne O'Brien, Administrative Assistant

Approved:   
Secretary