

**Melrose Park Public Library
Board of Trustees Meeting
November 14 , 2005**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:03 p.m.

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

MEMBERS ABSENT: None

ALSO PRESENT: Library Director, Barbara Giordano; Library Attorney Sam 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

There was a brief discussion concerning Adult Reference Questions.

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

RESOLVED THAT THE MINUTES OF THE October 10, 2005 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

1. President Gustello read a letter from White Way Sign Company thanking us for our business, and the board commented on their satisfaction with the sign
2. President Gustello, Director Giordano, Lianne and her daughter participated in the Veteran's Day Parade, and threw candy to the kids along the route. We had a good time!
3. John Babowitz came to the Library on Veterans Day and talked to the kids about what it means to be a Veteran. It was very well received, and the children asked a lot of questions.

IV. Treasurers Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS 19314 - 19350, FOR OCTOBER 2005, IN THE AMOUNT OF \$14,508.87 BE APPROVED FOR PAYMENT.

After a full discussion thereof, President Gustello 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. September Expenditures to date.

Brief discussion of some line items.

V. DIRECTOR'S REPORT

- The sign is up and running.
- We are looking into some security measures due to a few instances of vandalism over the last year
- Meeting with the Mayor concerning staffing issues was cancelled due to a scheduling conflict, but we will reschedule.
- We now have 2 vending machines upstairs in the Senior Center. One for soda and one for snacks.
- Invitations for the Christmas Party have been sent out...I hope you will all attend. Please RSVP to Lianne.
- We notified ACM elevator that we were canceling our service contract with them. The original contract was signed in 1971, and never renewed. There was a note in their file changing us from full service to oil & grease, and the note stated "we probably did not remember what we actually had after 17 years". In any case, between paying over \$1200.00 per year plus additional charges for any service calls, we have been paying fairly exorbitant rates. Under "New Business" we have included a business plan and a proposal from Anderson Elevator.
- Beginning in January, part-time and hourly employees will have a "time clock" to record their hours worked. We have purchased software that will provide a program for them to log in and out. Since we have more part-timers, it will eliminate a lot of guesswork when completing the Village time sheets.
- Barb has been getting complaints from an old gentleman who states that our lights on the flag are inappropriate because they light the pole but not the flag. We are working with the Village to determine what will be appropriate
- We are now offering homework help via volunteers. It has been very well received.
- We are trying a program to sell "gift cards". These gift cards can be bought for kids who are going to be doing a lot of printing.

Circ/Tech

We extended the Library card sign up month thru October so that the school children who were coming back in October would have a chance to win some prizes.

I'm happy to report the winners: William Rivera won the DVD player, Jose Garza won a \$15.00 gift card from Toys R Us; Isaac Rodriguez won a \$15.00 gift card from Toys R Us; Fabiola Peralta won a \$15.00 gift card for Jimenez Market; and Esperanza Lopez won a \$15.00 Gift card for Jimenez Market.

We are still changing over from the old library card to the new one. For September and October we changed over 240 library cards.

In Technical services, we are still recataloging and processing books. Cindy is also working on the Mills Serials list. This will be done before the end of the year.

Adult Services

During the month of October, the Reference Department handled 617 in-person requests, 111 phone inquiries and 6 e-mail questions. Our October computer sign-ups totaled 2,460. We also saw an unusually high number of non-resident Internet sign-ups, as we collected \$57.00 for the month (this on top of \$51.00 collected in September).

Margaret Flanagan created October book displays including Halloween Crafts, Halloween Horror Fiction, Baseball (White Sox!), and Breast Cancer Awareness. We also created a new shelving area on one of the pillars by the new non-fiction shelves.

Mary Lidd continued teaching her ever-popular series of computer classes as she held seven individual sessions.

Thanks to Todd Quesada, we added 38 new Spanish language DVD's to our collection. They're already circulating at a very brisk clip (as of this writing, we only have fourteen on shelf – the rest are in use.)

Juan Mirones helped with translations on the Spanish version of our web page.

Reference hosted two adult programs during October. On October 11, we had Adele Toussaint from A.G. Edwards & Sons give a seminar on retirement planning. Unfortunately, attendance was rather underwhelming at four participants. The October 20 program on serial killers with author and reporter Doug Cummings was much more successful as we had eighteen attendees. Mr. Cummings has another novel due out in 2006 and we may try to set up an author book-signing at that time.

Youth Services

October has been an exciting month in the Youth Services Department. Our school outreach is beginning to reach more schools and ages. The 7th and 8th grade classes from Sacred Heart visited on October 19th to spend a few hours working on a major project about the animals at Brookfield Zoo. It is a partnership between the zoo and the school, and we are pleased to be able to help them in their work. The next day, I visited all the kindergarten classes at Stevenson School to pass out library cards and encourage them to visit the library. On October 26th, H. Mc Nelly School also brought in seven students in their after school program to learn about the services available for the community. Later that night, I attended the Family Reading Night program at Jane Addams School to talk about some of the new books that are available at the library. Melrose Park School continues to use our services extensively for book boxes on certain subjects and for research materials. In November, we will be hosting the kindergarteners from Melrose Park School and I will be acting as Principal for a Day at Grant School (November 16th).

October is also a busy month for homework assignments, and our reference statistics reflect that surge. We answered 286 children's reference questions, 57 young adult reference questions, and 29 telephone inquiries. Our program attendance has begun to increase as well, with 103 children, 13 parents, and 32 teens attending different programs throughout the month (not including tours). Our Halloween crafts program brought in 49 children, lining the floors and filling the chairs. They loved it, and Lourdes did a great job choosing crafts that they would really enjoy. The Scary Stories for Teens program brought in 9 students, who had a great time telling their own scary stories. The Dora the Explorer program brought in 6 preschoolers. Since the Family Storytime has not been having good attendance at night, next spring I will offer a storytime in the morning and one at night to encourage early literacy. However, I do not expect them to have high attendance. I am brainstorming ways to get the message of early literacy out to the community, possibly working with the schools or with preschools in the area. Our book-based programming is growing with older children, however, with eight 3rd - 5th graders coming to the Book Bonanza and checking out all but

two of the books discussed. Our Teen Book Club draws about 10 kids per month as we try out different genres of books and discuss what makes a book part of a genre.

VI. Report of Officers and Committees

- A. Finance - Question about the budget for 2006. Discussion of the fact that budget was cut by 4%, and that Mr. Gregor gave Barb the impression that it would be cut by 4% more. Want to look into which tax year applies to 2006 Budget
- B. Building & Grounds - We need to go out for bids for landscaping contracts. Brief discussion about condition of furnaces/air conditioners.
- C. Policy Committee - NO REPORT
- D. Personnel Committee - NO REPORT
- E. Attorney - Found Nancy Wood, living at 494 Mystic Court, San Jose, CA. under the name of Nancy Bradford. She will be served soon.

VI. Unfinished Business

- A. Travel and Reimbursement Policy. There was a discussion concerning the amount allowed for meals. President Gustello will investigate. Travel will occur based on the **availability** of funds in the order noted in the policy.
- B. Staffing all new employees speak Spanish. At present we have applications from one Dominican student and one from a village employee referral to interview.

VII. New Business

- A. Resolution for non-resident Library Cards. Discussion of why the resolution is necessary, and that we need to have a charge which is commensurate with the amount that our tax base pays.

On a motion by Trustee Cervone seconded by Trustee Cervone it was resolved that the Resolution for Non-Resident Library cards be approved as presented

When the question was called, the following vote resulted:

Cervone Yea Culotta Yea Gustello Yea Lutzke Yea Misasi Yea Taconi Yea
Venute Yea

The motion was declared passed.

- B. Elevator Maintenance Contract to Anderson Elevator.

On a motion by Trustee Lutzke seconded by Trustee Cervone it was resolved that the contract for Elevator Maintenance be approved as presented

When the question was called, the following vote resulted:

Cervone Yea Culotta Yea Gustello Yea Lutzke Yea Misasi Yea Taconi Yea
Venute Yea

The motion was declared passed.

- C. Quote for circulation desk refurbishing. \$4500.00. Work to be done is noted in the proposal. There will be two work stations to better serve the public during times of peak activity. The pole in the center of the desk will be uncovered. The Book Drop will be moved to the other end of the counter.

On a motion by Trustee Latzke seconded by Trustee Venute it was resolved that the quote for refurbishing the Circulation Desk be approved as presented

When the question was called, the following vote resulted:

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

The motion was declared passed.

- D. December Board Meeting – Christmas Party on December 20th at Capri. The regular Meeting would be scheduled for December 12, 2005. President Gustello requested input on canceling the regular Meeting

On a motion by Trustee Culotta seconded by Trustee Taconi it was resolved that the regular meeting of the Library Board of Trustees for December 12, 2005 be cancelled

When the question was called, the following vote resulted:

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

X. Adjournment

There being no further business, a motion by Trustee Cervone seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:03 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: _____

Mary Taconi, Secretary