

**Melrose Park Public Library
Board of Trustees Meeting
November 8, 2004**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:00p.m.

MEMBERS PRESENT: Trustees Cervone, Culotta, Gustello, Latzke, Misasi, and Venute. Trustee Alberttis arrived at 7:15 p.m.

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

II. 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 OCTOBER 2004 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:

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

The resolution was declared passed.

b. Correspondence and Public Comment

President Gustello read a "thank you" to Barb from Sacred Heart School.

President Gustello informed the board of an invitation to attend a celebration of 130 years of service for the Maywood Public Library on November 13, 2004 from 6:00 p.m. until 9:00 p.m.

IV. Financial Report

a. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS 18964 - 18989 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 Yea

The resolution was declared passed.

b. Income/Expenditures to date.

Accepted as presented.

IV. DIRECTOR'S REPORT

We're nearing the end of another year and that means that the holidays will soon be upon us. Both Youth Services and Reference have planned Christmas Programs. Crafts for the kids, and Candle Making for adults.

I have begun interviewing for Reference and Youth Services, and will keep you apprised of progress

- There are quotes (bids) for repair/replacement of the roof. We are waiting for one more, and hoping that the existing roof will last through the winter without too many leaks. Roof is leaking in about 7 or 8 places. Water is coming in through the lights. All aspects of both quotes were discussed by the board. There was a discussion of the lack of funding for a new roof. Barb will contact a roofer to find out about the cost of tarring the existing roof with hot tar. What do we need to do to get us through the winter, and then we need to set up a meeting with John Gregor concerning money for a new roof. There was a lengthy discussion of Village finances, and the fact that we can no longer obtain our distribution statements from the website. A meeting with John Gregor for the purpose of determining tax revenue for the Library must be held.
- The Village patched and painted the concrete on the steps and the ramp. We believe this is a "band-aid" solution to the problem, and after the first snowfall, the stairs and ramp will fall apart again. We have been required to purchase the supplies and paint
- Barb will call a repair service for the doors. They really need to be repaired properly so that they cannot just be pulled open when they are locked. This was approved by the board.
- There was a discussion about the Village Brochure produced and distributed by the office of the Mayor. It was noted that there was no mention of the Library.
- The Kindergarten students from Stevenson, Grant and Rhodes schools were here and enjoyed themselves very much. They all got their Library Cards.
- Status of Geri Nardella...re: staffing. Discussion concerning the legality of hiring someone to cover her shift while she is gone. Since she is not being paid, there should not be a problem with salary dollars.
- Nick has been busy building shelving units down in the basement to hold supplies and equipment that we have had to move out of the "lime pit".
- Book shifting is almost complete, and all staff are working well together.
- I will be meeting with Tom's Landscaping for pricing on replacing the stone and making the outside more attractive.
- Nick will be shampooing all the carpets soon....we are hoping that these carpets will last for another year.

- Barb is very pleased with staff response to change, and states that staff is giving 110%.

Circulation/Technical Services

We extended the Library card sign up month thru October so that the school children who were coming in throughout the month 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
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, nothing new still re-cataloging and processing books. Cindy is also working on the Mil Serials list. This will be completed before the end of the year.

Reference/Adult Services

Programming:

Tobi Abrams will conduct a Holiday Candle Making program for adults on December 1, 2004. Patrons can learn the art of candle making and leave with great homemade Holiday gifts.

Youth Services

October has been a busy month for Youth Services. In addition to the usual traffic inspired by fall homework assignments coming due, the department has been visited by a number of kids participating in special programs,

Nina and the teens celebrated "Teen Read Week" (Oct 18-22) with a party, a spooky movie offering, a book swap and bookmark decorating. In addition, the teen book club met on October 5th to discuss Sharon Draper's "*Tears of a Tiger*", a popular Young Adult title dealing with the serious issues of underage drinking and drunk driving.

Maggie's return to present a "sneak peek" preview of unreleased Young Adult Books was a rousing success. A number of titles she presented were requested by the teens and have been ordered for the department.

Jennifer kicked off the "Career Club" on October 26th. Attendees took a career-interest self-test, debated the merits of different career choices, and discussed possible guest speakers. The next meeting is scheduled for November 30th. We will explore different career categories and research summer job and internship possibilities.

Intrigued by the democratic process, ninety-six kids participated in our mock Presidential election. After "registering" at the Youth Services Desk, each child was given a ballot on which they could circle their choice candidate and place in our ballot box. In contrast to the nation, John Kerry was the overwhelming winner with 78% of the vote to Bush's 22%.

The next few weeks have more fun in store with the advent of Children's Book Week on November 15th. This year is the programs' 85th anniversary, and the theme is "Let's Book" . We are planning a special story hour and movie in order to inspire our younger patrons to get excited about visiting their library.

A bit further in the future, plans are underway for the annual Holiday Party on December 16th. Argentinean performers from the "Pocket Circus" will present a bi-lingual magic show and of course, Santa will be here!

V. Report of Officers and Committees

a. Finance - There was a discussion of the various committee members meeting with John Gregor to determine status of tax distributions.

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

PRESIDENT GUSTELLO WILL CALL FOR AN APPOINTMENT WITH JOHN GREGOR.

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:

Albertis Yea Cervone Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea
Venute Yea

The resolution was declared passed.

b. Building & Grounds - Discussion about entrances, doors and crumbling concrete. Concrete patched & painted. Light bulbs have been obtained, but we have 3 sockets which need to be replaced . Village has not got time to fix them. Nick will have to do the work

c. Policy Committee - no report

d. Personnel Committee - Departmental Rosters were distributed with board packets

e. Attorney - No Report

VI. Unfinished Business

a. Evaluation Instrument for Staff/Director - was included in the board packet last month. Lianne went and made copies for the Board. There was a discussion regarding evaluation procedures for staff

b. Barb mentioned people interviewing for the positions in YS and Reference

c. Letter to Barb offering Position

d. Reorganization

VII. New Business

- A. Board Members up for election in 2005 – T. Cervone and N. Alberttis.
- B. Trustee Alberttis notified the board that she is moving to another town, and will therefore be resigning from the Board effective in December, 2004. Mayor will appoint a replacement. There is a petition to nominate Mary Taconi out there.
- C. Request for a salary breakdown.
- D. Expenditures Report was discussed.
- E. Send Letter to Barb offering fulltime position
- F. MLS Rules & Regulations are stating that Directors must have a Master's Degree. Current Libraries are grandfathered
- G. Evaluation tool to be discussed in January.
- H. Christmas party at Abruzzo's December 8, 2004 @6:30 pm.

VIII. Adjournment

On a motion by Trustee Culotta seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:43 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Teri Cervone; Secretary