

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
November 13, 2007**

I. Call to Order & Roll Call

The meeting of the board of Trustees, Melrose Park Public Library was called to order by President Gustello at 7:01 p.m.

MEMBERS PRESENT: Trustees Alaimo, Bonilla-Lopez, Culotta, Gustello, Latzke, and Misasi

MEMBERS ABSENT: Cervone

ALSO PRESENT: Library Director, Barbara Giordano; Circulation-Technical Services Department Head, Cindy Maiello-Gluecklich; and Administrative Assistant, 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 Misasi seconded by Trustee Latzke, it was resolved that the Minutes from October 1, 2007 were approved.

When the question was called, the following vote resulted:

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

The motion was declared passed.

B. Correspondence and Public Comment

Thanks from the Gurardo Family for services provided to their family during their time living in Melrose Park.

Thanks to Cindy from MLS for participation in a Swan panel discussion.

"American Libraries" contains an article written by our own Todd Quesada; Reference Librarian, concerning the necessity of a Spanish Language section in the collection of a library such as ours. The trustees thank and congratulate Todd on the publication. There was a brief discussion of the topic addressed.

IV. Treasurers Report

A. Approval of Accounts Payable

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

VOUCHERS NUMBERED 20094 through 20135 in the amount of \$15,522.01 were approved.

When the question was called, the following vote resulted:

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

The resolution was declared passed.

B. Expenditures to Date – there was a discussion about our balance remaining in the budget.

V. Director's Report

- We have been interviewing for a half time person to replace Kate in Youth Services who went full-time last month. We will seek approval from the Mayor to hire our selection.
- We are running out of space for DVD's. We installed more shelving in the vault, necessitating the move of the laminator to the administrative office.
- Mr. Bruno has been approached about the sale of his house to the Village. As information becomes available, we will keep you posted. There was also a discussion of eminent domain, and the recent expansion of the law.
- There are building and expansion grants available at the State level. We are waiting for further information on the expansion project. We don't know exactly when we will get the TIF money.
- There was a discussion about the fact that there are new Village brochures out there that totally ignore the Library. We have MANY groups meeting in the library that should be scheduled for the senior center, we accommodate any groups who request space, and we are a focal point for thousands of patron visits per year, yet we still seem to have second class status. The trustees will organize a meeting in the New Year.
- Trustee Alaimo spoke to the issue of staffing levels in the current building and with the expansion, and requested statistics comparing our library with comparable libraries in the area. There are statistics available.
- Barb attended the dedication of the new Veterans Park building, the 75th Anniversary of the Bellwood Library, and the George Leone dedication.

- President Gustello complimented the change in policy for computer use in the children's room. Priority has been given to homework rather than games.
- There was an extended conversation about planning for a new building.

Circulation/Technical Services

During September, which was Library Card sign up month 107 new patrons were added. During October, the Classics Section was divided into Adult, YA and Juvenile. The circ staff distributed over 53 pounds of candy on Halloween. This is not counting the candy given away at the Halloween Party.

Adult Services

October was a fairly busy month for Adult Services. We once again began offering computer classes to our adult patrons. We're currently holding one-to-one sessions on how to set up an e-mail account and a second class on basic Internet search techniques. So far, Margaret, Julia and Heidi have taught nine individuals.

Our October program on Tarot Card Readings was a big success. We had the maximum twenty-four individuals attend the program, where each individual had their own reading done. Every attendee seemed to really enjoy the sessions and many expressed an interest in similar such programs in the future.

We continued our outreach efforts as Margaret, with Cindy's help, visited the Victory Center at First and North Avenues and signed up about twelve individuals for new library cards. All are participating in our Books @ Home program. Additionally, once each month, reference staff will bring a selection of new or topical books to the center, which will allow its residents to browse through a small representation of what the library has to offer.

At the end of the month, Reference signed up to partner with the Library of Congress on its Veteran's History Project (VHP). The library will be one of the few public libraries in Illinois where veterans of any of our nation's conflicts can come to share their unique stories, have them digitally recorded, and then sent on to the Library of Congress where they can be used as a national resource by scholars, historians and students. Not only will their stories be available through the Library of Congress, but we will also make them available, with a selection of their photographs, through our own website.

Finally, on the "fresco front", we received some bad news from the Getty Foundation and the 1772 Foundation, both of which declined to participate in our restoration program. We have, however, recently submitted letters of inquiry to the Terra Foundation of Chicago and American Express. The American Express program looks especially promising, as they have previously funded other WPA restoration projects. We'll keep on researching funding options until we get this community project done.

Youth Services

October was a very busy month for us in Youth Services. We had 326 children from 4 different schools tour the library. We had 784 juvenile reference questions, 25 phone reference questions, and 210 young adult reference questions. Over the course of the month we had 525 game/homework only computer sign ups. We have scheduled a two teacher from Melrose Park School to bring their classes one day, every month for research projects. Susie attended five meetings at the Melrose Park School and we continue to work with the librarians and teachers to better our services. Susie, Katie and Nyandabeh assisted Melrose Park School with their Family Reading Night. We all went and read stories, talked about the importance of early literacy, and promoted the library at this event. We will be holding our own, separate Family Reading Night on November 15th. This day is National Family Reading Night.

Katie continues to be a great asset since coming on full time. We completed a weeding project of all Young Adult materials as well as board books and audio materials. We will be working on Juvenile Fiction and Picture books this month. Any book we could not repair is being sold up front with the proceeds going to the Fresco Fund. We are attempting to involve our children and teens in this exciting project. Katie has also created a teen blog site where our teens can keep up with the library via the Internet. We have had 34 views all ready. We are sending out 3 grant proposals this month in an attempt to secure funds for new non-circulating reference materials.

We are in the process of hiring Neena Nagpal, a new Youth Services associate. We hope to have her start work at the end of the month. Our department is so over crowded now that we need three librarians at night and two on Saturdays. The computer rules have been changed. Now children may only use our computer for homework Monday through Thursday. The children are allowed to play games on Friday and Saturday only. This has somewhat relieved our long computer wait time. We also feel this change is allowing the youth services staff to more effectively answer reference questions and spend more time assisting the children with homework.

Unfortunately we had to cancel our Teen Lock In Party. We were advised to do so by the Melrose Park Police and Pete. Apparently, it was a time of high gang activity. The teens were very disappointed but understood our reasons. We will reschedule a more appropriate teen party after the New Year. On a happier note, we had 150 people attend our Halloween Party. This was an unexpected turnout but my staff stepped up and did a great job. We also had 32 kindergarten through fifth grade children attend our mummy party. We are now going to have two librarians run the programs for this age group as they have exploded. Our weekly story time has become very popular with 27 children in attendance one morning. Overall October was a very busy month. Our circulation is up and our reference questions keep coming in. We continue to focus on building our reference material collection in Young Adult and Juvenile. We look forward to Neena starting and alleviating some of the madness in our department. All of the Youth Services staff is gearing up for the holidays and our many programs we have coming up over the next few months.

VI. Report of Officers and Committees

- A. Finance, Policy and Personnel Committee - Gustello/Latzke/Cervone/Bonilla-Lopez
Alaimo
- Job descriptions need to be updated.
- B. Buildings & Grounds Committee - Culotta/ Misasi/Alaimo
- No Report
- C. Attorney - Russell Syracuse (absent)
- Mr. Syracuse received another check from Nancy Wood. There was a discussion of the circumstances.
 - There was a discussion concerning the establishment of a “Friends of the Library” group. Mr. Syracuse has a friend with ties to an established “Friends” group. He has some information about their group so we won’t be reinventing the wheel. Barb explained that she has done some outreach with the Sacred Heart Women’s Club.

VI. New Business

- A. Loretta and Cindy attended a seminar on open meetings at the system. We are not allowed to talk about any topic unless it is posted before hand. If there are topics to be addressed, please e-mail them to Lianne so they may be placed on the agenda.
- B. Cindy provided information on new libraries or those libraries that are currently under construction who are willing to give tours to our trustees for ideas about new library construction. She also passed on information regarding trustee seminars at the system.
- C. Margaret, Fidencio and Cindy are regularly distributing materials to River Woods, the Victory Center and the Gottlieb day program. One issue raised pertaining to this activity was the possibility of using a Village car on the days they deliver to outside facilities.
- D. There was further discussion on the Page job description, which was tabled until January.
- E. Cindy explained that E-Commerce allows a patron to pay their library fines on line via an opac. We purchased a new computer that is to be installed near the front desk. E-Commerce interacts with our Millennium system, and will immediately clear fines. We will receive a check from the System on a monthly basis.
- F. “Hours of Operation” was briefly revisited. This was concerning Saturday hours.
- G. Statistics – presented in the Board Packet. Cindy commented on the utilization portion of the report.

VIII. Unfinished Business

- A. Library Insurance – State Farm is still the cheapest of the 3 quotes. Based on conversations with the agents it was determined that State Farm, while offering basically the same coverage, is not a “commercial” policy. The other companies (Hartford and Zurich) are offering umbrella coverage, and un-owned auto. There are considerable differences in the premiums.
- B. Christmas Party – Abruzzo’s is the venue. The party will be December 11th at 6:00 pm.

IX. Adjournment

There being no further business, on a motion by Trustee Culotta seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:35 p.m.

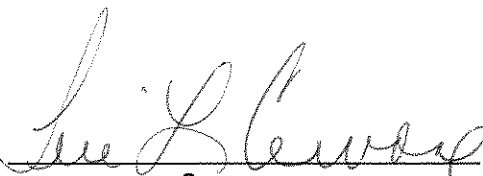
When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted
Lianne O’Brien, Administrative Assistant

Approved: _____


Secretary