

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
October 1,2007**

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, Cervone, Culotta, Gustello, Latzke, and Misasi

MEMBERS EXCUSED: (None)

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 Culotta, it was resolved that the Minutes from September, 2007 were approved.

When the question was called, the following vote resulted:

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

The motion was declared passed.

B. Correspondence and Public Comment

Each of the trustees received an invitation to the re-dedication of Bulger Park on October 19, 2007. Also received was an invitation from the Bellwood Public Library who is celebrating their 75th Anniversary and having an Open House on Friday October 4th and Saturday October 5th.

IV. Treasurers Report

A. Approval of Accounts Payable

President Gustello noted that the list of vouchers was relatively small due to the fact that we moved the meeting up a week.

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

RESOLVED THAT VOUCHERS NUMBERED 20072 through 20093 in the amount of \$10,793.88 were approved.

When the question was called, the following vote resulted:

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

The resolution was declared passed.

B. Expenditures to Date - Report for September is enclosed

V. Director's Report

- Katie has moved to full-time in Youth Services. This leaves us with a half-time opening to allow for growth.
- Donna Peluso has the old blueprints for the library expansion. We need to find a Library architect. There was a brief discussion about what the board, staff and department heads envision for the library. Dr. Alaimo had several pertinent comments, having been through the process before. A committee will be formed consisting of trustees, staff, and public. We will obtain recommendations for architects from the System. Are we required to complete a RFP prior to the selection of an architect? Do we get "Bonus" Points if we go "green"? What are the guidelines for use of TIF funds? Are basements considered in total square footage? Do we want an atrium? Barb & Loretta will make an appointment with the Mayor.
- Katie was introduced to the Board, and was heartily welcomed by all.
- The Mayor gave us \$5,000 "seed money" toward our drive to restore the fresco. We've also collected about \$700.00 from individual donors.
- Cindy has been asked to present workshops for other libraries. There was a discussion.

Circulation/Technical Services

Due to the change in meeting date, we have no statistics, nor do we have a petty cash accounting. Deposits of fees, fines, and copier money are usually done on the first or second of the month, and statistics from the system usually do not arrive until the middle of the first week of the month.

Adult Services

In September, Fidencio and Heidi attended an Alliance Library System seminar in East Peoria about the Library of Congress' Veterans History Project, an oral history program that we're

looking into participating. Also, Heidi and Margaret attended the quarterly MLS Reference meeting hosted by Elmhurst.

On September 25, Reference hosted a group from the Gottlieb Hospital Adult Daycare program. They toured the Historical Center, viewed our exhibit and took a look at the fresco. The group also spent some time perusing our collection of Herald newspapers.

On the fresco front, we're making slow but sure progress in our fundraising efforts. We offer special thanks to Mayor Serpico for kicking off our fundraising with a \$5,000 donation. We've raised an additional \$700, mostly through donations from individuals. We've been turned down so far by TCF Bank and by Boeing, and are waiting to hear from several other corporations. We have submitted a letter of intent to the Getty Foundation and are hoping to have better results there.

Also, Banned Books Week is being held from September 29 through October 6. Both Adult and Youth Services created displays. The Proviso Herald sent out a reporter and photographer to discuss the topic with Margaret, Susie and Victoria. The photo and article appeared in the September 26 issue.

As of this writing, we're still waiting to hear about the LSTA grants we applied for

Youth Services

In September, the Youth Services experienced the transition from the excitement of the summer reading program to the regular schedule of the school year. With the kids consumed with homework, we had a slow start to our programming year. However, the numbers began to improve by the end of the month. Our last Family Storytime had 10 children and five parents attending. Our very first American Girls program drew three girls and two parents, and more students have signed up for next month's program. The Teen Book Club has been having steady attendance of about 10 teenagers, even with the added demands of schoolwork and many attendees starting high school. A flyer has recently gone out to the schools, and I hope to see a corresponding increase in interest in our after school programs. This is also Library Card Sign-up month, so a group of 45 kindergarteners came to learn about the library and receive cards. I will be visiting the other kindergarteners in their classrooms in October. I also have recently visited Jane Addams School to talk to parents and students about our services, and I am scheduled to push the library at their Family Reading Night at the end of October.

Our homework help and reference services are being widely used throughout the after school hours, and more preschoolers are beginning to come during the day. Our first daytime program for little ones will be on October 13th, to gauge the interest in such a program. In September, we answered 206 reference questions for children, 47 for young adults, and 22 telephone inquiries.

Several changes have taken place in the Youth Services Department in the past month. We have instituted a New Book section in both the children's and young adult sections to highlight recent purchases. This change will hopefully encourage reading for fun during the school year and increase circulation for our fiction and high-interest non-fiction titles. We are also starting to level our easy reader books to help patrons find books to challenge but not frustrate beginning readers. We are hoping that small changes like these will have a big impact on the

reading skills of children in Melrose Park and translate into demonstrably higher test scores. Weeding is also an ongoing project, and I am working toward having the entire youth department weeded in time for a book sale in November.

VI. Report of Officers and Committees

- A. Finance, Policy and Personnel Committee - Gustello/Latzke/Cervone/Bonilla-Lopez
Alaimo
- B. Buildings & Grounds Committee - Culotta/ Misasi/Alaimo
- C. Attorney - Russell Syracuse (absent)

VII. New Business

- A. Cindy addressed the Revised policy for hours of work for Part-time employees. Trustee Alaimo assisted with some editing and language. A discussion ensued. This led to the next topic. This topic will be revisited at the next meeting

On a motion by Trustee Cervone and seconded by Trustee Alaimo, it was:

RESOLVED THAT THE POLICY IS ACCEPTED AS REVISED

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

The motion was declared passed.

- B. Appropriate Dress for all staff while working in the library. This issue needs to be addressed within the framework of a review and revision of all policies.
- C. Cindy informed the board about some confusion concerning the hours we are required to be open as delineated by the MLS Agreement. There was a discussion. Trustee Latzke explained the MLS Board's position. It was determined that we are "over & above" with the regard to what is highly desirable.
- D. Holidays – This has to do with those federal "Monday" holidays on which the Library is open. We will move the Board meeting to the subsequent Tuesday to accommodate those trustees who would have a difficult time making the Monday meeting.

VIII. Unfinished Business

- A. Christmas party venue – Trustee John Culotta visited several different restaurants and presented the board with their menus. He explained terms for each restaurant. There was an extensive conversation concerning the relative merits of each establishment. The board requested that he check with Angelo's on York Rd. in Elmhurst. He will visit them and get back to us. Wherever we go, the party will take place on December 11th.

- B. Religious services in the Library. Russ Syracuse is checking on the law regarding such activities.
- C. Staff attire was discussed. Specifically Jeans and flip flops. The board believes that these 2 particular items of clothing are unprofessional, and that flip-flops could present a hazardous condition.
- D. The 2008 Budget which we discussed last month has been completed and presented to John Gregor. It is included in the packet. President Gustello requested a motion on the proposed budget.

On a motion by Trustee Cervone and seconded by Trustee Alaimo, it was:

RESOLVED THAT THE PROPOSED BUDGET BE ACCEPTED AS PRESENTED

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

The motion was declared passed.

- E. Library Insurance – There was a discussion of the three quotes received. President Gustello is going to get some further information from the agents in question and she will consult with the Mayor.

IX. Adjournment

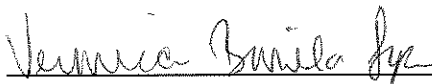
There being no further business, on a motion by Trustee Latzke seconded by Trustee Cervone it was resolved that the regular Meeting of the Board be adjourned at 8:37 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted
Lianne O'Brien, Administrative Assistant

Approved: 
Secretary