

**Melrose Park Public Library  
Board of Trustees Meeting  
September 10, 2003**

I. Call to Order and Roll Call

The meeting was called to order by President Gustello at 7:00 p.m. Present were Trustees: Gustello, Cervone, Culotta and Misasi. Trustees Alberttis, Latzke and Venute were absent. Also absent were Director Italia and Library Attorney Santana. Also present were library staff members Kimberly Litland and Christina Holdvogt.

II. Secretary's Report

a. Minutes and Communications

It was moved by Trustee Cervone, seconded by Trustee Misasi, that it be

RESOLVED: THAT THE MINUTES OF THE JUNE 11, 2003 MEETING BE ACCEPTED.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted AYE. The resolution was declared passed.

b. Correspondence and Public Comment

- i. Pete Sawers of Executive Service Corps was unable to make the meeting as originally planned.
- ii. A contract from Norcomm Safety was received and reviewed.
- iii. A letter from the Melrose Park Chamber of Commerce inviting Library Director Italia to serve on the Chamber board was read.

III. Financial Report

a. Approval of Bills Payable

Several vouchers were questioned, including a voucher for Tom's Steak House and April Upholstery. Travel expenses to the ILA conference in Springfield for Reference and Adult Services Librarian Kim Litland were questioned and discussed.

It was moved by Trustee Cervone, seconded by Trustee Misasi, that it be

RESOLVED: THAT VOUCHERS 18536-18568 BE APPROVED FOR PAYMENT.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted AYE. The resolution was declared passed.

b. Income/Expenditures to Date

A motion on accepting the income/expenditures to date was tabled until the next meeting.

IV. Director's Report

President Gustello questioned the status of the library inventory project, the disaster plan update, and the new wireless security network.

Trustee Culotta expressed his desire to have a list of when staff members took their vacations.

President Gustello requested a weekly update of all library happenings, including schedules of all departments, weekly statistics, groups and organizations meeting in the library and using the facilities. She requested that this update be sent to all library board members on a weekly basis. The current meeting room policy was discussed, including having all requests for meetings approved by the board. Trustee Culotta questioned why current groups were not meeting at the civic center.

The library copy machine was discussed. President Gustello asked if the current one could be updated under the lease. The possibility of obtaining a separate copy machine for staff use was also discussed.

President Gustello requested the library usage statistics from June to determine hours for next summer. President Gustello also requested meeting minutes from the staff in-service at Tom's Steak House as well as minutes from the Executive Service Corps meetings. Also requested were an inventory of all items in the library valued over \$1,000, copies of all contracts on leased equipment, that board meeting agendas be posted in local newspapers and in the front display case outside the library. It was also requested that the location of board meeting minutes, budget reports and all leases/contracts be made known to board members.

The current village hiring freeze was discussed. Trustee Cervone spoke with Mayor Serpico who informed her that the hiring freeze would not affect hiring pages/library assistants who lived in Melrose Park.

Employee Tim Murtaugh's position was discussed.

President Gustello read a letter from Marvin Galvin. Kim Litland responded to the letter at the Board's request.

The current page situation was discussed: why there are so few, why they do not stay long, and the current method of "departmentalizing" the pages. Page supervision and training was also questioned and discussed.

It was moved by Trustee Cervone, seconded by Trustee Culotta, that it be

RESOLVED: THAT DIRECTOR ITALIA BE PLACED ON PROBATION UNTIL THE END OF THE YEAR, AND THAT AN EMERGENCY MEETNIG BE HELD WITH DIRECTOR ITALIA TO DISCUSS THE CURRENT STATUS OF THE LIBRARY.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted AYE. The resolution was declared passed.

V. Report of Officers and Appointment of Committees

All reports were tabled until the next meeting.

VI. Unfinished Business

All unfinished business was tabled until the next meeting.

VII. New Business

All new business was tabled until the next meeting.

VIII. Executive Session

No executive session was held.

IX. Adjournment

It was moved by Trustee Misasi, seconded by Trustee Cervone, that it be

RESOLVED: THAT THE SEPTMBER 10, 2003 MEETING OF THE MELROSE PARK PUBLIC LIBRARY BOARD OF TRUSTEES BE ADJOURNED.

After a full discussion thereof, the President called for a vote upon the motion to adopt the resolution as read. All Trustees voted AYE. The resolution was declared passed.

The meeting was adjourned at 9:15 p.m. by President Gustello.

Respectfully submitted,  
Teri Cervone, Secretary  
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