

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
September 11, 2006**

I. Call to Order & Roll Call

The meeting was called to order by President Gustello at 7:04 p.m.

MEMBERS PRESENT: Trustees Culotta, Cervone, Gustello, Latzke, Misasi,

MEMBERS ABSENT: Trustee Taconi and Venute (excused)

ALSO PRESENT: Library Director, Barbara Giordano, Attorney, Russell 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

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

RESOLVED THAT THE MINUTES OF THE June12, 2006 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 Yea Culotta Yea Gustello Yea Latzke Yea Misasi Yea Taconi Absent Venute Absent

The resolution was declared passed.

b. Correspondence and Public Comment

The board received a Thank-You note from the Maiello family; and another thank-you from the Larry family. Barb sent Mass cards.

We also received a note from Barb Cicone at Sacred Heart, thanking Barb for her support.

We received a letter from the Jane Addams School principal and Assistant Principal thanking the Library, Barb and Laura for their commitment to the schools.

We received a letter of thanks from Austin Hagarty along with a check for \$25.00 for assistance with family research by our reference staff.

Literacy Volunteers sent an invitation to their Twentieth Anniversary celebration.

The new Courtesy Notice policy was introduced. Circ/tech staff will e-mail patrons the day before their materials are due.

Barb reported a very positive from a patron who, heretofore had only complained.

There was a brief discussion about the many positive comments members of the Board have received

IV. Treasurers Report

a. Approval of Accounts Payable

After a brief discussion regarding some invoices, and on a motion by Trustee Culotta and seconded by Trustee Misasi, it was

RESOLVED THAT VOUCHERS **19586** through **19674**, FOR June, July, and August 2006 IN THE AMOUNT OF \$37,100.04 BE APPROVED FOR PAYMENT.

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

The resolution was declared passed.

b. Expenditures to Date

No Discussion.

V. Director's Report

Todd Quesada, reference librarian, gave a brief presentation to the Board concerning the Oral History Project we are going to be starting. We would like to make audio recordings of people recounting their histories and experiences here in the Village. At present, we envision the project covering roughly from the 1920's to the 1980's, but would appreciate anyone who wishes to contribute their memories to participate. All of this is somewhat pending the results of our application for an LSTA grant.

- The front entryway has been tiled with ceramic tile. The old floor was stripped down to the original wood floorboards.
- The kitchen cabinets have been painted, giving the whole room a new, brighter look.
- The SWEPT kids removed six truckloads of dirt from the lime pit over the summer. This was done under the supervision of Officer Simpson during the hottest week of the season.
- We replaced 2 dead bushes by the entrance with some very nice new ones.
- We have ordered 6 new computers for the Youth Services department. The kids have been taking over the adult room for homework, and we would like to keep them over in their designated space.
- We had an attempted break-in and one of the front doors was pretty severely damaged, (i.e., lock mechanism and the door is bent). We are trying to get estimates for a replacement door).
- With the attempted break-in, we believe it would be a good idea to install a security (burglar alarm). ADT Systems came out and did a thorough survey to determine the most effective system for our needs. The quote is included in your packet.

On a motion by Trustee Cervone, seconded by Trustee Misasi, it was resolved that The Board approves the proposal from ADT to install and provide security monitoring for the Library

When the question was called, the following vote resulted:

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

The motion was declared passed.

- We discovered a mold problem in the ceiling in the Senior Center. Pete Urso assessed the situation, and the Village electrical department personnel installed a new ceiling.
- Laura obtained a \$500.00 grant from Target stores to purchase flannel boards and accessories. These are very popular with the younger children and provide an added dimension to our story times.
- We will be losing a half time librarian in Youth Services in January. We would like to hire a part time person who is a student from Dominican. We will train her while Mary is still here so she can take over.
- The Summer Reading Program was a great success! I would like to thank those trustees who were able to attend, and offered their services as cooks!

Circulation/Technical Services

The Brookfield zoo has issued passes to all libraries in the Metropolitan Library System. We received four passes. Below are the rules for patrons to check out the Brookfield zoo passes:

MUST HAVE

- A VALID MELROSE PARK **ADULT** CARD
 - FINES NOT EXCEEDING \$3.00
 - ACTUAL CARD PRESENT

RULES FOR PASSES

- PASSES ARE FOR UP TO **4** GUESTS
- THEY ARE 3 DAY CHECK-OUTS
 - NO GRACE PERIOD
 - \$2.00 PER DAY OVERDUE
 - NO HOLDS
 - 1ST COME-1ST SERVE
- PASSES ARE FOR ADMISSION ONLY; THIS DOES NOT INCLUDE PARKING OR ATTRACTIONS.
 - MUST BE RETURNED TO THE FRONT DESK- NOT IN THE BOOK DROP
- IF NOT RETURNED AFTER 5 DAYS PUT A STOP ON THE PATRONS CARD ON THE SIXTH DAY AND A MANUAL FINE OF \$50.00
 - 1 PASS PER ADULT LIBRARY CARD

IF CARD IS LOST INFORM **CINDY ASAP**

If passes are lost or if they are not returned, they will be replaced twice a year in December and July.

Adult Services

The summer months have been a satisfyingly busy time for the Adult Reference Dept. We hosted two adult programs, initiated several new readers' programs, began offering books in a digitized format and started a weekly column in the Melrose Park Herald.

The two programs we offered were held in June and July. June's program was on handwriting analysis and was very well attended as we had over thirty patrons participate. July's program on dream interpretation was equally well received and several participants commented on how they would love to see many more similar offerings. These programs were advertised in the Herald, the Reader and in the Chicago Tribune, as well as on our website and billboard. We will also be offering a program on September 26 about infamous Midwest tornadoes, including the 1920 Melrose Park Palm Sunday twister.

Margaret created her very successful "Adult Summer Incentive Reading Program" which ran in June and July. When adults checked out a book from our new bookshelf, they became eligible to enter a weekly raffle for a \$10 gift card from a local business (Target, Best Buy, Walgreen's, Jewel Foods, etc.). At the end of the eight weeks, we had a final drawing for all of the participants with the grand prize being a \$50 gift card to Borders. We averaged between forty and fifty entries per week and ended up with nearly 400 entries by the end. Our grand prizewinner was Edward Madden.

Beth spearheaded our new digital book program. Using funds from the per capita grant, we signed a contract with Recorded Books/Net Library, which offers over 1,200 unabridged digital titles. Melrose Park patrons can download these titles on to their home PC and either listen to them from their computer or transfer the "book" on to their MP3 player. We began offering these digital books in mid-July and by the end of that month, we already had twenty-one books downloaded by patrons.

In August, Margaret contacted the Melrose Park Herald and convinced them to let us write a weekly column for the paper. Called "Library Footnotes", this column will allow us to bring news from the library to the community on a weekly basis. Thus far, we've written columns touting our Spanish-language collection, our digital book program and on suggested readings for back-to-schoolers. Laura from Youth Services will write one column each month with Adult Reference writing the rest.

Finally, we're hoping to hear this month about the outcome of the LSTA grant proposal we submitted earlier this year for digitizing a large portion of our historical collection. We should have an answer by the next board meeting.

Youth Services

Over the last 4 months, we had a record-breaking activity in the Youth Services Department. Our enrollment in the summer reading program was 320, (up from 220 last year). Our numbers for active participation improved as well, with 162 finishing the first level, up from 124 last year. Also, the requirements to achieve the first level were set a bit higher, requiring that they read at least 2 hours. 65 children finished all four levels (8 hours) and went beyond. 38 teenagers read at least 12 hours to finish their four levels. I am very pleased to see enrollment slowly increasing from other schools besides Melrose Park School. One of my goals for next year is to increase the percentage of people who stick with the program long enough to finish at least one level. This year, the teens had a retention rate of about 70% and the kids had less than a 50% retention rate. The parents, who bring the younger children to the library, obviously need more education in how important summer reading is to the child's academic achievement. They also may not be familiar with what a summer reading program entails, so our marketing needs to improve. However, the increase in numbers means that the word is spreading throughout the community, and each year will find the parents and kids more knowledgeable about summer reading. We were immeasurably helped by our roster of 21 dedicated volunteers, who put in more than 400 hours of time manning our summer reading desk and helping with programs. We could not do this intensive of a summer reading program without their help.

The programming over the summer was outstanding, with each youth services employee taking on a great deal of responsibility. Very few programs had poor attendance, and many new faces were brought into the

library. Over the summer, 1047 children and 130 parents attended 51 programs. This is up over 25% from last year. Especially popular were the performers, and we had a wonderful turnout for our very own Melrose Park Variety Show. We were awarded a grant of \$140 from the Illinois Arts Council to defray the costs of having Linda Gorham, a nationally acclaimed storyteller from Aurora, perform on July 28th. We are hoping to use their services for other programs coming up, as well as for next summer's performers. In addition, 143 teens attended 12 programs (and many also came to our family events). This attendance is nearly 40% higher than last year. We are hoping that this will continue throughout the school year, and we are scheduling several monthly programs to build on that success.

The school season brings a change in the Youth Services Department, but the excitement of the summer will overflow into the fall. We are thrilled to bring more computers into the Youth Services area, so that our services can be more self-contained. Target has also awarded us a grant of \$500 to expand our storytime services to include more interactive flannel boards and activities. In every way, we are attempting to improve our services and implement more outreach activities.

VI. Report of Officers and Committees

Prior to any reports, there was a discussion concerning the existing committee structure. The Board believes that the existing structure is somewhat redundant as most items are decided upon by a "Committee of the Whole". It was suggested that Finance, Policy & Personnel be combined, and that Building & Grounds remain as is.

On a motion by Trustee Latzke, seconded by Trustee Cervone, it was resolved that The Board will reorganize the committee structure to include one Ad Hoc committee to deal with issues concerning Finance, Policy and Personnel; and one for Building & Grounds. Trustees Misasi & Venute will remain on Building & Grounds with Trustee Culotta as alternate.

When the question was called, the following vote resulted:

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

The motion was declared passed.

- A. Finance - NO REPORT
- B. Building & Grounds - NO REPORT
- C. Policy Committee - NO REPORT
- D. Personnel Committee - NO REPORT
- E. Attorney - Nancy Wood has begun paying back her debt to the Library. We received a \$200.00 check. She will pay this amount each month until the debt is satisfied. If it is paid off in a lump sum, we may be inclined to eliminate some of the interest fees.

VII. Unfinished Business

- A. Maintenance – Bob Krezel was fired for cause. Anthony De La Torre completed his last week. Per HR he was only hired as summer help and we could not keep him. We have a new full-time Maintenance Man from the Village whose name is Joseph De Maria. Chuck Cuzumano remains with us part-time.

VIII. New Business

A. BUDGET – The proposed FY'07 budget was presented to the board. There was a discussion concerning procedures for the development and completion of the budget.

On a motion by Trustee Culotta, seconded by Trustee Misasi, it was resolved that The Board approves the FY '07 Operating Budget as presented'

When the question was called, the following vote resulted:

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

B. FRONT DOORS – There was a discussion concerning repair/replacement of the front entrance doors. Since the attempted break-in, the south-most door is slightly bent. In order to file a claim with the insurance, we must obtain 3 estimates. The problem is, since these are specialized doors, we don't know who to call. Additionally, if we are going to remodel the front entrance in the spring, would it really be cost effective to replace one door now? This will require some investigation.

C. New Carpet – Tiles. Estimate for the whole thing (carpet and labor), is \$25,000.00. There was a discussion as to where we could obtain sufficient funds. Loretta will make an appointment to talk to the Mayor

IX. Adjournment

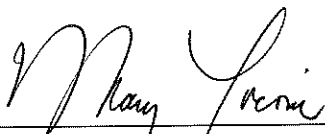
There being no further business, a motion by Trustee Culotta seconded by Trustee Misasi it was resolved that the regular Meeting of the Board be adjourned at 8:45 p.m.

When the question was called, the following vote resulted:

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

The motion was declared passed.

Respectfully Submitted:
Lianne O'Brien, Administrative Assistant

Approved: 
Mary Taconi; Secretary