

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
September 10,2007**

**I. Call to Order & Roll Call**

The meeting of the board of Trustees, Melrose Park Public Library was called to order by Trustee Latzke at 6:59 p.m.

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

**MEMBERS EXCUSED: (None)**

**ALSO PRESENT:** Library Director, Barbara Giordano; Attorney, Russell Syracuse; Circulation/Technical Services Manager, Cindy Maiello-Gluecklich; Adult Services Department Head, Fidencio Marbella; 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 Alaimo, it was resolved that the Minutes from June , 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

We received 2 Thank-You notes; one from the family of Patricia and Michael Dillon (Barb's sister & Brother-in-law); and one from Barb expressing their thanks to the Board & Staff. We also received a birth announcement from Laura Yanchick, (Former Youth Services Librarian) announcing the birth of her daughter, Bethany, on July 28, 2007.

#### IV. Treasurers Report

##### A. Approval of Accounts Payable

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

RESOLVED THAT VOUCHERS NUMBERED **19972** through **20015**, FOR JUNE, 2007 IN THE AMOUNT OF **\$27,168.07**; VOUCHERS NUMBERED **20016** through **20046** FOR JULY, 2007 IN THE AMOUNT OF **\$19,528.18**; AND VOUCHERS NUMBERED **20047** through **20071** FOR AUGUST 2007 IN THE AMOUNT OF **\$9,862.38**; BE APPROVED FOR PAYMENT.

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

Discussion of the June, July and August Expenditures was deferred until "New Business" and the Budget.

#### V. Director's Report

- The library has been carpeted. We are still waiting for delivery of additional carpet for the Administration office and the stairs.
- The signs are installed on the outside of the building
- The Server Installation is complete. The only piece lacking is one side panel for the cage. It should be delivered soon.
- Barb has attended two meetings concerning the TIF district proposed for Melrose Park. The Library is to be a major focus.

#### Circulation/Technical Services

September is "Library Card Sign up Month". Cindy Maiello-Gluecklich presented the trustees with the items we are giving to those who sign up for NEW library cards during the month. She also presented a very informative report concerning her activities at the system. Within the Metropolitan Library System, library groups are divided into zones. Melrose Park has been a part of Zone 3. It was recently decided to merge Zones 3 and 4, thereby creating one very large zone, henceforth to be known as Zone 34. She explained how the creation of this zone can help us regarding participation in multi-site grants, and with standardizing procedures throughout the zone.

Additionally, Cindy requested guidance from the Board regarding a proposed new policy establishing guidelines for the Pages work schedules. There was a brief discussion.

### **Adult Services**

Fidencio Marbella, Department Head for Youth & Young Adult Services, reported on the recent grant received from Sam's Club; the Fresco restoration Project, and a multiplicity of projects under weigh within the Adult services Department and in conjunction with Youth Services and District 89 schools. He also informed the board of the bids we received for the Restoration as outlined below

The past two months have been pretty eventful over in the Adult Services Department. In June we met with two different conservators to discuss the possibility of restoring the Treasury Section mural re-discovered in May (which was covered by the Chicago Tribune on July 6). The Chicago Conservation Center came in with a bid of \$45,000 while Parma Conservation (also of Chicago) came in at \$39,000. These are the only two Chicago-area firms that have extensive experience in restoring New Deal murals. We've selected Parma and are currently applying for various grants to get this project started. Parma has also agreed to host field trips to their facility to allow area history and art students to observe the restoration process. We'll be working with Susie from Youth Services and with teachers from District 89 to come up with a curriculum they can use to help educate their students on the historical significance of the fresco and how it relates to FDR's New Deal initiatives. Thus far, we've submitted either letters of inquiry or actual grant applications to TCF Bank, IBM, Aon Insurance, United Airlines, and Boeing.

Additionally, in the course of researching our fresco, we found several sources referring to the existence of twenty-two more New Deal-era murals that were painted for Melrose Park School in 1937. This series of paintings (eight were 5'9" x 10' and fourteen were 3'10" x 10") was entitled "Stage Settings" and unfortunately no one seems to have an idea of where they were or if they were destroyed in the 1987 demolition. Susie has been in contact with some of the facilities employees from the district and we're hoping to get into the building and possibly help to conduct a more thorough search.

In late June, the library and the historical society hosted the grand opening of the Melrose Park Historical Center. We had about one hundred people attend the festivities and they all enjoyed the food and ice cream that was served. The reference staff spent several months organizing the collection and creating displays for the center. We simultaneously had the unveiling of "A Century of Change", the photographic exhibit created with Fenwick High School. We've since moved this exhibit from the Historical Center to the library, where it has proven to be very popular. This fall, we're looking to possibly change the exhibit to one commemorating the 1920 tornado in photographs.

In June, Fidencio attended ALA in Washington, D.C. He attended nine different workshops and seminars, including several on digitization of local history collections and oral histories, one on the current controversy over the future of print reference books and a very interesting seminar on how to deal with "difficult" patrons.

Over the summer, Adult Services held two programs. In July, we had Chef Andrew Comins come in and give a cooking demonstration (and taste-test!) of Chinese dim sum. We had about fifteen attendees as well as a photographer from the Proviso Herald present. In August, we hosted Rebecca Hunter who spoke at length about mail-order houses. We also had Rebecca conduct a survey of the village's homes and she was able to identify about twenty as being products of either Sears, Roebuck or Harris Brothers, another prominent mail-order home manufacturer. We had about twenty attendees, including individuals from River Grove, Maywood and Berkeley. Reference sent out informational letters to the owners of the Melrose Park mail-order homes seeking more information and we will eventually add photos of these unusual houses to [historicmelrosepark.org](http://historicmelrosepark.org).

In August, we received a \$1,000 grant from Sam's Club, which we're splitting with Youth Services. We used our half to add forty-five more items to our Spanish language collection. This is the second year in a row that Sam's Club helped us out with a grant.

Finally, as of this writing, we're waiting anxiously to hear from the State of Illinois about the status of the two LSTA grants we've applied for. We submitted grant applications in the Emerging Grant Writers category for \$2,500 and in the Digital Imaging category for \$20,300.

### **Youth Services**

We are finally all rested up from our successful Summer Reading Program and diving into a busy fall schedule. This summer we averaged 325 attendees at 18 programs each month. Our Friday performers were a huge hit along with our "Dora the Explorer" and "Captain Underpants" parties. Our "Harry Potter Party" drew 56 kids, and we even made the paper. Our weekly craft sessions continually had over 20 children attending and they made some wonderful pieces of art. We increased our student volunteers this year with one volunteer working 98 hours! All who trained as volunteers worked their hours all summer and say they will be back next year.

The number of children who signed up for summer reading decreased from last year, however, all who signed up read at least through the first level. Last year only half read through the first level. 208 children and teens started summer reading with 50% of children and 70% of teens finishing all 5 levels and continuing on to extra levels. We are proud of these statistics in the youth services department. It means the children are reading and continuing to read. They are staying with it, not just signing up for a prize and then never coming back. It shows our effort to have more productive programming, to really reach the children, is paying off. Our End of Summer Reading Party was a tremendous amount of fun we would like to thank the board members who were able to help us out. We had food, games, face painting, prizes, and water balloons. I sent a letter to all of the schools informing them of the names of those who participated in summer reading and those who volunteered for us.

We are starting out the year right by partnering early with the schools. I am attending parent nights at all of the schools, as well as faculty meetings and holding story times. I have also set up meetings with the literacy coaches, title one teachers, and the library aids, in an effort to ascertain the needs of each of the schools. We already have 6 library visits scheduled for the fall. We are continuing our craft programs and our regular story times

this fall. Our successful monthly teen "Get Graphic" and Book Club will also continue this fall. We have a special Dr. Seuss Party and Pajama Story Time for the little ones coming up this month.

Finally, we are in the process of applying for grants to help replace dated reference materials. and to invest in math and phonics software for our computers. We received \$500 from Sam's Club just last week. We are using this money to hire a performer, buy board games and new Science and Technology Encyclopedias. In addition we are hoping to partner with the schools on our Fresco project and bring a few Social Studies classes out to see the restoration process. We would then do a research and art project based on murals and frescos. With so much going on it is going to be a busy and productive fall. We are trying to involve the schools and teachers in our effort to better serve our community's children and teens.

## **VI. Report of Officers and Committees**

A. Finance, Policy and Personnel Committee - Gustello/Latzke/Cervone/Bonilla-Lopez

B. Buildings & Grounds Committee - Culotta/ Misasi/Alaimo

There was a brief discussion about the necessary repairs to the stairs, the coating of the soil in the "lime pit", and the need for a generator to power our sump pumps in the event of another catastrophic storm. It was determined that many of these things may be addressed in the TIF district, so we will wait to determine what is to be done.

C. Attorney - Russell Syracuse

Another check was received from Nancy Wood (aka Bradford).

In response to a question concerning the formation of a "Friends of the Library" group, Mr Syracuse obtained applications for non-profit groups. He presented two options to the board. It was determined that we would wait until something more is done to establish such a group. Fidencio and Susie are currently working on this.

## **VII. New Business**

A. Budget – Budget preparation forms were distributed to the trustees along with a revised Chart of Accounts for the Library. In discussions over the past year, staff requested that several of the line items be split between the different departments to give department heads an idea of how much money had been allocated for their various areas of responsibility. To this end, Lianne worked with Mr. Gregor, and Jim Principe from the Village, and several new line items were included. The Board would like the Director and staff to complete the process of development, and present them with a completed proposed budget at next months' meeting. President Gustello, and Trustees Alaimo and Cervone provided some excellent guidance on budget preparation, At this point, we do not have our EAV or tax rate

from the county. Mr. Gregor will provide these numbers as soon as they are available.

- B. Fresco Restoration – This was covered under the Directors Report by Mr. Marbella.
- C. Library Insurance – Barb presented a proposal from Arthur J. Gallagher for Hartford Insurance Company. The Board would like to see at least 2 more proposals for the sake of comparison. Loretta will contact our current agent and one other in the community to come in and provide proposals.

**VIII. Unfinished Business**

- A TIF (Tax Increment Financing) District Update

Barb attended the August meeting and has been told that the Library is to be a major focus in the project. We will wait for further developments.

- B. The lime-pit and plumbing diagnostics were covered in the Building and Grounds Committee discussion.
- C. Pursuant to an earlier, unfinished discussion concerning holding meetings on holidays, it was determined by show of hands, that the October 8, 2007 regular meeting of the Board of Trustees of the Melrose Park Public Library shall be held on October 1, 2007 in honor of the Columbus Day Holiday.

**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 8:57 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