

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
Oct 3 2017**

I. Call to Order & Roll Call

The regular meeting of the board of Trustees, Melrose Park Public Library was called to order by President Zupinski at 6:49 p.m.

MEMBERS PRESENT: Trustee Bonilla-Lopez, Trustee Cervone, Trustee Gustello, Trustee Maiello, Trustee Modugno & President Zupinski

MEMBERS EXCUSED: Trustee Alaimo

ALSO PRESENT: Executive Director, Cynthia Maiello Gluecklich; and Attorney Syracuse.

The Pledge of Allegiance was recited by all present.

II. Secretary's Report

A. Minutes and Communications

On a motion by Trustee Cervone seconded by Trustee Gustello it was resolved that the minutes from the meeting of **May 2, 2017** were approved.

When the question was called, a unanimous "Aye" vote resulted:

Motion carried

B. Correspondence and Public Comment

Thank you card from the family of Joe Panico

III. Treasurers Report

A. Approval of Accounts Payable

On a motion by Trustee Bonilla-Lopez, seconded by Trustee Maiello, it was resolved that vouchers numbered **23235** through **23246** for **June-Sept 2017** in the amount of **\$9,480.00** were approved.

When the question was called, a unanimous "Aye" vote resulted:

Motion carried

B. Income/Expenditures Reports

Expenditures from the Village were not available at this time.

IV. Executive Director's Report: October 2017

Renovations

- The Main floor Programming Room is now being actively used for programs.
- Wiring for computer and telephone access was completed in the upstairs staff area.
- The Adult Services desk has been installed
- The Public Computer carrels have been installed

Staff News

- MPPL staff members are beginning to fulfill the 2018 Per Capita requirement to attend "one free online education opportunity focusing on safety in the library."
- Cindy attended the Swan Quarterly Meeting, Circulation Advisory Meeting, and took an enlightening Field Trip to CTL.

Library News

- The Library has a new website designed and managed by Versatile.
- Saturday hours resumed September 9.
- The new library hours are now in effect. We have not received any negative feedback from patrons thus far.

Circulation / Technical Services: October 2017 Board Report

See attached. Circulation/Technical Services statistics.

Adult Services: October 2017 Board Report

September 2017 Programs

- Game On
- Financial Planning Basics

- Interactive Library Scavenger Hunt

Outreach, Meetings, & Professional Development

- Drop offs were made by Adult Staff members to the Gottlieb Adult Day Care Program and to Victory Centre
- Margaret attended a Disaster Preparedness Webinar and a Library Security Webinar

Ongoing Projects

- The inventory of the Adult Collection is still in progress
- Digitization of the Herald continues
- Online Vertical File is being updated

Respectfully submitted,
Margaret Flanagan

Youth Services: October 2017 Board Report

- **September Highlights** — We are introducing some new monthly programs beginning this September. The *Kids Care* program from this summer will continue this fall if we still have the interest. We have almost competed two large mats for the needy. Julia will now be doing a monthly program called *Wacky Wednesdays*. She has come up with some unique ideas for each date that will certainly interest our patrons.
- **Monthly Programs** — Our usual monthly clubs are now back in full swing but we have changed up the program offerings. *LEGO Club* is still offered every month. *Ready, Set, Tech!* name has changed to *Master Makers*. We decided to keep that name from the summer programming but it will still be S.T.E.M. focused.
- **Weekly Programs**—We have changed the name of *Stay & Play* to *ABC Adventures* beginning in September. The program will continue as previously planned. We feel the new name more accurately represents the agenda of the program.
- **Staff Information**—Donna has been taking a crash course in WordPress web development to be able to manage the content of our new website. Very exciting!

Respectfully submitted,
Donna Powers

V. Report of Officers and Committees

- | | | |
|----|---|----------------------------------|
| A. | <u>Finance, Policy and Personnel Committee</u> -
No report | Gustello /Bonilla-Lopez /Cervone |
| B. | <u>Buildings & Grounds Committee</u> -
No Report | Alaimo |
| C. | <u>Attorney</u>
No Report | Russell Syracuse |

VI. New Business

- A. None at this time

VII. Old Business

- A. None at this time

VIII. Executive Session – Board Retired to Executive Session

On a motion by Trustee Gustello, seconded by Trustee Cervone, it was resolved that the Board retire to executive session at 6:59 p.m. for the purpose of discussing matters of personnel and matters of possible and/or probable litigation.

When the question was called, a unanimous "Aye" vote resulted:

Motion carried

IX. Board Reconvened to Regular Session

On a motion by Trustee Gustello, seconded by Trustee Modugno, it was resolved that the Board reconvenes the regular Meeting of the Board at 7:07 p.m.

When the question was called, a unanimous "Aye" vote resulted:

Motion carried

X. Adjournment

On a motion by Trustee Maiello, seconded by Trustee Modugno it was resolved that the Meeting be adjourned at 7:08 p.m.

When the question was called, a unanimous "Aye" vote resulted:

Motion carried

Respectfully Submitted

Cynthia Maiello Gluecklich, Executive Director

Approved:  Secretary