

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
March 6, 2018**

**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 6:32 p.m.

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

**MEMBERS EXCUSED:** Trustee Gustello

**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 Maiello seconded by Trustee Alaimo it was resolved that the minutes from the meeting of **November 16, 2017** were approved.

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

**B. Correspondence and Public Comment**

None at this time

**III. Treasurers Report**

**A. Approval of Accounts Payable**

On a motion by Trustee Cervone, seconded by Trustee Modugno, it was resolved that vouchers numbered **23300** through **23308** for **Feb 2018** in the amount of **\$45,761.34** 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: March**

**February Vendor/Business Meetings**

- Multiple HVAC quotes have been received.
- Met with Bradford Systems to discuss upgrading the Circulation Desk.

**February Professional Meetings**

- Circulation Advisory
- Circulation Users Group
- SWAN COW (Committee of the Whole)
- Village Department Heads
- Met with Eric Cummings, President of the Broadview Public Library Board.

**February Library Business**

- The Illinois Public Library Annual Report (IPLAR) and the ILL Traffic report statistics were completed and submitted.
- The SWAN server was upgraded February 21-February 23. During this time staff and patrons had limited access to WorkFlows/Enterprise functions.
- New shades were installed in the Programming Room

**Circulation / Technical Services March 2018 Board Report**

See attached. Circulation/Technical Services statistics.

**Adult Services: March 2018 Board Report**

**February 2018**

**Outreach, Meetings, & Professional Development**

- Drop-offs were made by Adult Staff members to the Gottlieb Adult Day Care Program and to Victory Centre

- Margaret & Donna attended an *All-Ages, Large-Scale Programs* workshop at the Elmhurst Public Library
- Many staff members viewed the *Dealing with Angry Customers* webinar sponsored by RAILS

**Programs**

- Triton College Tax Assistance Program

**Displays**

- Julia created an educational interactive display for Black History Month, utilizing the theme *African-Americans in Times of War*

**Ongoing Projects**

- Digitization of the Herald continues.
- The Online Vertical File is being updated
- 600s weed completed
- Summer calendar is being finalized and Summer Events are currently being booked by Information Services

Respectfully submitted,  
Margaret Flanagan

**Youth Services: March 2018 Board Report**

**February 2018 Programs**

**Regular Programming resumed in February.**

- Lego Club,
- ABC Adventures,
- Wacky Adventures,
- Master Makers
- Get Gaming
- Fortune Teller's *Pick-a-Book* (Passive Program)

**February Outreach**

- Nora & Linda represented the library at the District 89 Black History Month Program hosted at Irving School
- Donna did an outreach Storytime for Veteran's Park District at Bulger Park.

**February Meetings**

- Donna and Margaret attended a Large-Scale, All-Ages Programs workshop at the Elmhurst Public Library.

Respectfully submitted,  
Donna Powers

**V. Report of Officers and Committees**

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

**VI. New Business**

- A. None at this time

**VII. Old Business**

- A. None at this time

**VIII. Adjournment**

On a motion by Trustee Zupinski, seconded by Trustee Modugno it was resolved that the Meeting be adjourned at 7:00 p.m.

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

Respectfully Submitted  
Cynthia Maiello Gluecklich, Executive Director

Approved:  Secretary