

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
October 2, 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 6:30 p.m.

**MEMBERS PRESENT:** Trustee Alaimo, Trustee Cervone, Trustee Giuffre, Trustee Gustello, Trustee Maiello, & President Zupinski

**MEMBERS EXCUSED:** Trustee Modugno

**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 Alaimo seconded by Trustee Cervone it was resolved that the minutes from the meeting of **April 3, 2018** 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 Gustello, seconded by Trustee Zupinski, it was resolved that vouchers numbered **24115** through **24130** for **September 2018** in the amount of **\$15,883.55** 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**

**June, July, August, September**

**Staff News**

- Margaret, Donna and I visited the Elmwood Park and La Grange Park Libraries on July 27 to evaluate the Envisionware Print Management System.
- Margaret, Donna and I attended the SWANX conference on August 17.
- I was a member of a professional panel at the SWANX conference.
- The library welcomed new employee Epigmenio Godinez on Monday, August 20.
- Margaret, Donna, Nora, Helen, Rose and I volunteered for and worked at the Taste of Melrose Park over the Labor Day weekend

**Library News**

- The MPPL hosted a Summer Spectacular Community Event in the Library Parking Lot on Friday, June 8. Attendance was estimated to be over 300.
- The Library was recognized and thanked by District 89 at their Board Meeting on Thursday, June 13.
- New copy machine and printers were installed by PROVEN. The printing station now features a coin-operated release.

**Director's Professional Meetings**

- SWAN Quarterly Meeting
- Kiddieland, Gone but Never Forgotten Committee Meeting \*(see attachment)
- SWAN Website Update Consult
- Versatile Computer Services /Dan Graham
- Circulation Advisory Meeting
- Kiddieland, Gone but Never Forgotten Committee Meeting \*(see attachment)
- Versatile Computer Services /Dan Graham
- Village Department Head Meeting
- Circulation User's Group
- Versatile Computer Services /Dan Graham
- Swan Quarterly Meeting
- Circulation Advisory Meeting
- Circulation User's Group
- Versatile Computer Services /Dan Graham

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

See attached. Circulation/Technical Services statistics.

**Adult Services: Oct 2018 Board Report**

**June/July 2018 Summer Spectacular Programs**

- Summer Spectacular Kick-Off Event (All Ages)
- Salsa Contest (Adult)
- Shredding Event (Adult)
- Robin’s Dog Stars (All Ages)
- Games Galore (All Ages)
- Owls on the Prowl (All Ages)
- Frozen Sing-Along (Ages 7-17)
- Magic of Gary Kantor (All Ages)
- Books ‘n Brew (Book Discussion) Adult

**Outreach, Meetings, & Professional Development**

- Regular visits were made by Adult Staff members to the Gottlieb Adult Day Care Program and to Victory Centre
- Cindy, Margaret, & Donna visited the Elmwood Park Public Library and the La Grange Park Public Library in order to view and evaluate the Envisionware Print Management System
- Cindy, Margaret, and Donna attended the “Swanx 18” Conference
- Cindy, Margaret, & Donna viewed webinars *focusing on meeting the needs of patrons with challenges or disabilities in order to satisfy the* FY19 Library Per Capita Grant CE requirement
- Margaret attended “How to Avoid Missteps in the Social Media Minefield” at the Crete Public Library

**Ongoing Projects**

- Digitization of the Herald continues—we are up to 1958!
- Death Index Clean-up Project (including errors, titles, and duplicates) continues
- 2019 Programming wish list/suggestions submitted

**Grants**

- All STEM grant items were received, processed, displayed, and put into circulation
- Back to Books STEM grant Final Report was completed and submitted

Respectfully submitted,  
Margaret Flanagan

**Youth Services: Oct 2018 Board Report**

**Family Library Night** — On Wednesday, May 16<sup>th</sup>, we hosted Jane Addams and Melrose Park School for a private night for the families to get to know all we have to offer at MPPL. They did a library scavenger hunt, had a story time, did a small craft, and got their new library cards!

- **Passive Programs** — May was our mystery month passive program. It was truly unique and interactive and quite challenging for the kids. They had to follow the clues hidden throughout the room to find all the numbers and unlock the treasure box for a special surprise envelope. It involved finding a specific nonfiction book on the shelf for a clue (learning about the Dewey Decimal System) and continued on to include a Sudoku puzzle to solve (using logic and mathematics). The clues would change each day to reveal a new combination so many kids kept playing even though they did not get another envelope. They just enjoyed the challenge! In August we had a wall of math sheets for the kids to brush up on their skills before school started. September was Change Your Words, Change Your Mindset to reinforce positive thinking and encourage the kids to never stop trying their best.
- **Summer Weekly Programs** — *ABC Adventures, Lego Club, Master Makers, and Challenge Yourself* were all held weekly starting June 11<sup>th</sup> through July 20<sup>th</sup>. We added a new program this summer called *Shake Your Sillies Out* where the kids sang and danced using a Karaoke machine to all their favorite songs.
- **Summer Special Programming** — All of our Fabulous Fridays were a great success this summer. Trailside Museum brought a live Screech Owl this time and gave a very interesting presentation about owls. The kids were able to be up close to the owl and even bring home owl pellets to dissect! They were given a worksheet depicting animal skeletons of an owl’s diet to match up the bones they found in the pellets. For our summer movie this year we went outside the box and held a sing-along to Disney’s Frozen. The kids were hesitant at first but soon got into the singing groove. It was a big hit! Our final Friday was the magician Gary Kantor. He was funny and did astounding tricks with a lot of audience participation. Hopefully, we can have him back soon!
- **Outreach** — Nora and Helen attended the District 89 Hispanic Heritage Night at Washington Dual Language School on September 25<sup>th</sup>.

Respectfully submitted,  
Donna Powers

V. **Attorney Report**  
A. Amazon Smile 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 Cervone, seconded by Trustee Alaimo it was resolved that the Meeting be adjourned at 6:54 p.m.

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

Respectfully Submitted  
Cynthia Maiello Gluecklich, Executive Director

Approved: *Carla Modugno* Secretary