

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
January 7, 2020**

I. Call to Order & Roll Call

The regular meeting of the board of Trustees, Melrose Park Public Library was called to order by President Modugno at 6:30 p.m.

MEMBERS PRESENT: Trustee Alaimo, Trustee Giuffre, Trustee Gustello, Trustee Maiello, Trustee Pesce, & President Modugno,

MEMBERS EXCUSED: Trustee Cervone

ALSO PRESENT: Interim Director Margaret Flanagan and Attorney Russell Syracuse.

The Pledge of Allegiance was recited by all present.

II. Secretary's Report

A. Approval of Minutes

On a motion by Trustee Alaimo, seconded by Trustee Gustello, the minutes from December 3, 2019 were approved.

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

III. Treasurer's Report

A. Approval of Accounts Payable

On a motion by Trustee Alaimo, seconded by Trustee Gustello, it was resolved that vouchers numbered 244402 through 24414 for Dec (1) in the amount of **\$5,637.9781** were approved.

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

B. Income/Expenditures Reports

Expenditures to date were reviewed

IV. Interim Director's Report: December 2019

December Business/Vendor Meetings

- Versatile

Library Technology

- We received quotes from Versatile for the purchase of laptops & desktops (including software) for patron use.

Staff Continuing Education

- All staff viewed a SWAN video detailing the Enterprise 5.0.1 upgrade taking place in mid-December. Changes and enhancement to both desktop and mobile versions of the catalog were explained.
- All staff viewed the "21st Century Librarians for 21st Century Libraries" webinar in order to fulfill a 2020 Per Capita requirement. After viewing this webinar several staff members suggested we conduct mini-technology workshops for staff members.
- Margaret attended a SWAN webinar in anticipation of the annual patron purge.

Grants

- Margaret completed work on the Per Capita Grant application

Adult Services

December Programs/Events

- MPPL Holiday Open House was a big success, with over 75 participants

December Meetings/Workshops/Professional Development

- Margaret attended the Swan Article Search and EBSCO Discovery Service for Reference Support Webinar

December Ongoing Projects

- Digitizing and uploading Historic Herald Newspapers to the website is continuing. We are currently up to 1966.
- The annual weeding project was initiated

Youth Services

- **December Programming** — Our weekly programs *ABC Adventures* and *Tinker Tuesday* were held for three weeks because of the library closure during the Christmas holidays. Our Holiday Open House was once again a success! Our patron's enjoyed hot chocolate and cookies while listening to some festive music. They also had numerous seasonal crafts to do while waiting for a visit from Santa. Santa handed out candy canes while Mrs. Claus handed our free Brookfield Zoo tickets to all who came to MPPL. Our youngest patrons also were able to select a special book to take home. It was a great effort by our staff and thoroughly enjoyed by all.
- **Upcoming Programming** — We are working on our future summer programming schedule. We hope to have a calendar of events prepared as soon as possible.
- **Staff Information** — Nora Mota resigned her position at MPPL. We are cross training other staff members to be able to cover the information desks.

V. Attorney Report

- A. None at this time

VI. New Business

- A. None at this time

VII. Old Business

- A. Per Capita Grant expenditures for 2019 were discussed. The estimate from Versatile for new computer computer equipment was reviewed and it was agreed that Interim Director Flanagan will compare with pricing from other sources/vendors.
- B. Interim Director Flanagan reported that the 2020 Per Capital Grant Application was submitted.

VII. Executive Session

On a motion by Trustee Maiello and seconded by Trustee Alaimo it was resolved that the Board retire to Executive Session at 6:43pm

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

On a motion by President Modugno seconded by President Alaimo it was resolved that the Board reconvene the regular meeting at 6:53 p.m.

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

VIII. Other Business

On a motion by President Mougno and seconded by Trustee Gustello it was resolved, based on what was discussed during Executive Session that Library Director Cynthia Maiello-Gluecklich, who has been on paid Administrative leave since July 2019, be placed on unpaid leave immediately and that Margaret Flanagan, who is acting as Interim Director, continue to do so until further notice

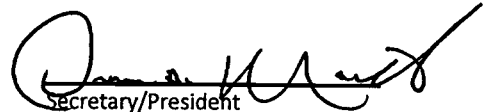
When the question was called an "Aye" vote resulted: **Motion carried**

XII. Adjournment

On a motion by Trustee Alaimo seconded by President Modugno it was resolved that the Meeting be adjourned at 6:58pm p.m.

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

Approved:


Secretary/President