

**Minutes of the Meeting of the Board of Trustees  
Melrose Park Public Library  
March 3, 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 6:32 p.m.

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

**MEMBERS EXCUSED:** Trustee Cervone

**ALSO PRESENT:** Interim Director Margaret Flanagan, Attorney Russell Syracuse. One member of the public (Timothy Lambert) was also present.

The Pledge of Allegiance was recited by all present.

**II. Secretary's Report**

**Approval of Minutes**

On a motion by Trustee Gustello, seconded by Trustee Alaimo the minutes from November 12, 2019 were approved.

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

**III. Correspondence**

- The Library Board received a thank you card from Russell Syracuse
- Invitations to the Board from the African American Contractors Association were distributed

**IV. Public Comment**

- Timothy Lambert complimented the library on the renewal of the newspaper subscriptions

**V. Treasurer's Report**

- Trustee Gustello asked a question pertaining to the usage of the credit card when bills were paid online. Interim Director Flanagan outlined the voucher system employed when the credit card is used.
- Trustee Gustello asked about the bill from "Library Ideas." Interim Director Flanagan clarified that the invoice from "Library Ideas" was for the "Freegal" database.

**Approval of Accounts Payable**

On a motion by Trustee Alaimo, seconded by Trustee Gustello, it was resolved that vouchers numbered 24415 through 24453 for Jan (1 & 2) and Feb (1) 2020 in the amount of \$30,659.46 were approved.

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

**Income/Expenditures Reports**

**Expenditures to date were reviewed**

On a motion by Trustee Alaimo seconded by Trustee Pesce the Expenditures to date were approved.

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

**VI. Interim Director's Report, January & February 2020**

**Vendor/Business Meetings**

- Versatile: computer and laptop purchases were finalized
- AdTech: Comcast Erate contract was extended for 2020

**Professional Meetings/Workshops**

- Margaret attended the SWAN C.O.W. meeting, where a new group database purchase was outlined and discussed
- Donna & Veronica attended the Circulation Users Group meeting

**Reports**

- The IPLAR (Illinois Public Library Annual Report) was completed and submitted
- The Interlibrary Loan and Reciprocal Borrowing Statistical Survey was completed and submitted
- The Illinois State Library Annual Certification was completed and submitted

**Library Technology**

- Workflows software was successfully updated
- SWAN Symphony database rebuild was successfully completed

**Staff Continuing Education**

- Circulation staff member viewed a recording outlining Offline Circulation procedures
- Basic Tech Skills sessions for staff members are now being provided

VII. Adult Services: January & February 2020

**Programs/Events**

- Margaret & Donna attended the Diversity in Literature Event at Rhodes School
- Black History Month was celebrated with a Passive Program/Slideshow
- The MPPL is hosting Triton's RSVP Tax Preparation for the Elderly every Monday through April 13

**Ongoing Projects**

- Digitizing and uploading Historic Herald Newspapers to the website is continuing. We are currently up to 1968
- Book & DVD ordering resumed

VIII. Youth Services: January & February 2020

**Programming**

Programming resumed in February-

- *Sing-Along Story-Time* was unveiled in February. We revamped the agenda to focus less on the alphabet and added a few different activities. We now are doing "themes" each week and learning corresponding movement songs and finger-plays. Our regular participants have returned from our long winter break eager to learn some new things and we also have some new attendees!
- *Tinker Tuesdays* began again in February. Perler beads are still the most requested activity. They just love to create something amazing and bring it home!

**January Outreach**

- Julia & Linda represented the library at the District 89 Social, Emotional, and Cultural Learning Family Night hosted at Roosevelt School on January 30<sup>th</sup>.

**February Outreach**

- Margaret and Donna represented the library at the District 84.5 Diversity in Literacy Fair hosted at Rhodes School on February 6<sup>th</sup>.
- Donna and Linda represented the library at the District 89 Black History Family Night hosted at Irving Middle School on February 27<sup>th</sup>.

**Additional Information**

- Staff continues to watch continuing education webinars especially concerning Circulation fundamentals, training, and Blue Cloud Analytics statistical reports.

IX. Attorney Report

None at this time

X. New Business

**2020 Budget**

A budget shift from the Miscellaneous line to the Adult Library Materials and Youth Library Materials lines was discussed. Interim Director Flanagan explained that "library materials" include books, newspaper subscriptions, and programming expenses, and other materials. She noted that library staff have seen increased demand for Large Print Books and new DVDs. The expense of children's picture books and children's nonfiction materials also factored into the decision to ask for a budget shift.

On a motion by Trustee Alaimo, seconded by Trustee Pesce, it was resolved that \$12000 total be shifted From Miscellaneous: \$2500 for DVDs, \$5000 for Adult Materials and \$5000 for Youth Services Materials

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

The Board discussed the 2020 budget and the need to clarify lines of communication in light of recent staff turnover.

XI. Old Business

Per Capita Grant expenditures were discussed. Interim Director Flanagan reported that all but \$7000. was expended.

XII. Personnel

Interim Director Flanagan reported that long-time staff member Lauren Marella resigned.

XIII. Adjournment

On a motion by Trustee Pesce seconded by Trustee Alaimo it was resolved that the Meeting be adjourned at 6:52pm When the question was called, a unanimous "Aye" vote resulted: **Motion carried**

Approved:

*Carla Modugno*  
Secretary/President *CM*