

# Melrose Park Public Library

## Melrose Park, Illinois

### Board Meeting Minutes

December 2nd, 2025

**1. Call to Order**

The Regular Meeting of the Board of Trustees for the Melrose Park Public Library was called to order at 6:36 pm.

**2. Members Present:** Trustees Alaimo, Carlson, Macias, & Modugno

**Members Excused:** Trustees Mraz, Cruz, and Pesce

**Also Present:** Library Director Ashlie Giuffre and Library Attorney Russell Syracuse

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited by all present.

**4. Introduction of Visitors, Public Comment, Correspondence**

**5. Approval of Minutes October 7th, 2025 Board Meeting**

On a motion by Alaimo, seconded by Macias, the minutes from October 7th, 2025 were approved unanimously.

**6. Approval of Accounts Payable**

On a motion by Carlson, seconded by Alaimo, it was resolved that vouchers numbered **25941** through **25965** in the amount of **\$26,436.85** be approved.

The motion was approved unanimously.

**7. Income Expenditures to Date**

No questions.














**8. Attorney's Report**

None

## 9. Director's Report

### November Meetings & Trainings

- **Ashlie**

-  OSG
-  Olive Street Design
-  LMC
-  TBS
-  Ingram
-  Swipeclock
-  RAILS
-  Chicago Tribune
-  Alliant
-  Russ Syracuse
-  AWE Learning
-  ACCO
-  Library Journal

### Staff News

- Ashlie- RAILS Member Update Meeting
- Ashlie & Ann – OSG Quarterly Meeting
- Ashlie, Marsden, & Shaira – SWAN Fireside Chat
- Ashlie- Looking to hire a part-time position as a library assistant
- Ashlie, Ann, Marsden, & Shaira – Department Head Meeting & Marketing Meeting
- Shaira & Marina – ALA eLearning Bilingual Storytime Beyond Basics 6 Week Course

### Administration

- Working up application for Per Cap Grant FY2026
- Suspension of Library Privileges & Patron Ban Policy are ready for Board review
- Public Comment & Public Recording Policy are ready for Board review
- Guidelines for Ethical AI Use Policy is ready for Board review
- FY 2026 Budget is ready of Board review

### Facilities

- Lizet, Veronica, and Bob - 2<sup>nd</sup> round of spring cleaning in basement and pit

### Technology

- Envisionware – Canceled Subscription Renewal
- TBS – Resolved printing issues
- OSG –Completed YubiKey Authenticator Tokens for staff & Troubleshooting issues with Internet and computers. Created an IT Disaster Recovery and Business Continuity Document for MPPL, looking to rewire/move youth computers to another location with the vendor TechVoo
- Olive Street Design- Working up 1<sup>st</sup> draft of websites

- AWE Learning & OSG troubleshooting AWE learning computer in youth

### **Marketing**

- Launched monthly e-newsletter for the public
- Olive Street Design– Designing new business cards & updating Logo by replacing one color

### **Outreach**

- Shaira – Meeting with librarian at Stevenson School
- Ashlie-Libraries on the Union Pacific West Line from Elburn to Chicago Collaboration

### **November Programs**

- ABC Adventures Storytime (In Person)
- Virtual Bilingual Storytime
- Make it Mondays Crafts
- Chair Yoga (Adult)
- Paint the Town (Adult)
- Young Engineers: Catapults
- Young Engineers: Paper Rockets
- Sensory Shenanigans
- Kindness Rocks
- Computer Help Session (Adult)
- Adult Passive Programs
- Youth Passive Programs

### **10. Old Business – None**

### **11. New Business**

- *Suspension of Library Privileges & Patron Ban Policy Approval*  
On a motion by Carlson, seconded by Alaimo, the policy for *Suspension of Library Privileges & Patron Ban Policy* was approved. The motion was approved unanimously.
- *Public Comment & Public Recording at Board Meetings Library Policy Approval*  
On a motion by Carlson, seconded by Alaimo, the policy for *Public Comment & Public Recording at Board Meetings Policy* was approved. The motion was approved unanimously.
- *AI Ethical Use Guidelines Policy Approval*  
On a motion by Alaimo, seconded by Macias, the policy for *AI Ethical Use Guidelines Policy* was approved. The motion was approved unanimously.
- *FY 2026 Per Capita Grant Approval*  
On a motion by Carlson, seconded by Macias, the proposed FY 2026 Per Capita Grant was approved. The motion was approved unanimously.
- *FY 2026 Budget Approval*  
On a motion by Alaimo, seconded by Carlson, the proposed 2026 Melrose Park Public Library FY 2026 Budget was approved. The motion was approved unanimously.

**13. Executive Session – None**

**14. Adjournment**

On a motion by Alaimo and seconded by Carlson it was resolved that the regular meeting of the board be adjourned at 6:40 pm. The motion was approved unanimously.

Submitted by: Ashlie Giuffre, Library Director

Secretary\_\_\_\_\_

Date\_\_\_\_\_