

Chicago Heights Public Library
Board of Trustees Meeting Minutes

April 9, 2009

President Booth officially called the meeting to order at 6:31 p.m.

Members Present: Robert Booth, Joseph Faso, Vicki High, Donna Hill and Douglas Swanson.

John Murphy arrived at 6:34 p.m.

Members absent: David Alston and Sam Pavesich.

Librarian's Report:

The use of materials for young people as down 3 percent from last year, or 1,559 items

The use of materials for adults was up 25 percent from last year, or 4,107 items

Total circulation was up 13 percent from last year, 12, 004 items.

The library owns 130,400 items

There are 10,021 cardholders.

Computer use was up 3,686 or 28 percent from last year.

Website visitors went up 1,656 or 67 percent from last year.

Wireless Internet users up 108, or 17 percent from last year.

The Youth Department hosted 30 programs with a total of 839 attending.

Eight people volunteered 51 hours and 45 minutes.

Library publicity included 9 news items and 8 cable spots.

The library's meeting rooms were used 66 times.

Security incidents:

On March 22, Taran Hill, 29, 102 Carriage Lane, Sauk Village, was charged with disorderly conduct after yelling and refusing to leave the building.

Mr. Davis reported that on March 5 the Gates Foundation said the library is eligible for 17 computes under the Illinois Gates Grant. The matching funds required for Phase I are \$5,850 and for Phase 2 it is \$10,400. There should be enough in the Informational Retrieval Software and Equipment next fiscal year to cover Phase 1, and the library can use the Per Capita Grant funds to cover Phase 2. This would replace all but three of the public computers. The dates and funds must be matched by Feb. 2010 for Phase 1 and Feb. 2011 for Phase 2.

On March 19, the library had a power failure. Com Ed said the problem was the cabling coming into the library. A generator was delivered, but it took time and the building was entirely powered down. Rather than keeping patrons in the dark, Mr. Davis contacted Mr. Murphy and Mr. Faso for permission to close. ComEd replaced the cable at no charge and the library opened as normal the next day.

Today's Business Solutions quoted \$5,060 for a public PC management system that will automate the process of allowing users on the PC. The amount will come out of the Per Capita Grant. This money needs to be spent by the end of June. The PC Reservation

System and print management software should provide better service to the patrons and lessen the work load of the reference staff. It is the same software that is used at Orland Park, Crete, Matteson and Glenwood-Lynwood.

Ms. Hill made the motion to spend the money on the PC management system, Mr. Murphy seconded. The motion was carried.

Mr. Davis has been accepted to participate in the 2009 Small Public Library Management Institute from May 31 to June 5 at the University of Illinois-Springfield. The opportunity to expand his management skills comes at a small cost (\$50) to the library.

Mr. Davis said he has postponed rewriting the Circulation Policy to reflect of out-of-state Interlibrary Loan charges.

Building Committee:

On March 23, Reid and Pederson drainage was called for water backing up from the floor drain of the garage. They said it was sewage. They y rodde 110 feet and were unable to find a blockage. What they found was that the east ejector pump wasn't working. Robert was called and he came in and found that the breaker for the pump was tripped. This may have been a result of the power outage the previous week. He later cleaned and bleached the garage floor and nothing was damaged.

Mr. Davis placed an advertisement in the Southtown Star on March 16 for roof work. The ad ran on March 19 and cost \$93.44. The ad fulfilled the legal requirement of advertising all work done over \$20,000.

The library was taken off of the city's proposal to bid for a new roof for two firehouses and the library.

Mr. Davis also contacted Qualified, Calderone and Coleman roofing companies to let them know about the bid process.

Eight companies expressed interest. Six placed bids by April 8.

Arlington Heights-based Riddiford Roofing bid \$99,500.

It included a 20-year limited warranty.

Exterior Construction of Grayslake bid \$99,500 with a 5-year-warranty, or \$77,500 without.

However, Mr. Davis said there were two complaints on this company through the Better Business Bureau.

National Roofing bid \$87,750 however their proposal was not as informative. It was also

submitted after the 5 p.m. deadline.

Knickerbocker Roofing and Paving in Harvey bid \$111,000.

Blake Lord Associates of Palatine bid \$66,500.

Qualified Roofers of Crete bid \$62,000

Mr. Swanson said the library has \$845,000 in funds available.

Mr. Faso wanted to know if the city could review the bids, however Mr. Davis said the library would have to do it by itself because the board chose to put it out to bid individually.

Mr. Faso said the city architect wanted to know more information. He said it would be better to find a qualified person to review the bids to learn which would be the best bet for the library. He proposed find out how much it would cost, with the maximum of \$1,000, to have a qualified person review the bids. Mr. Faso said the library should make a decision in July or August.

Mr. Booth and Ms. High seconded the motion to have Mr. Faso find a person to review the bids. The motion was carried.

Finance Committee:

\$16,542.24 in bills were presented in bills to the library. Mr. Swanson said there was nothing extraordinary in the month's bills and said expenses were low.

Mr. Swanson and Ms. Hill seconded that the bills be paid as presented. The motion was carried.

Year-to-date the library has spend \$692,000 and \$385,000 is expected to spend, Mr. Swanson said.

Mr. Booth said the library has been prudent in its spending.

Mr. Swanson said there was a city audit, which discovered the library had been underpaid personal property replacement taxes. There is a \$90,000 windfall, which is almost enough to cover the roof.

Library Committee:

New Business:

Old Business:

Adjournment:

The meeting was adjourned at 7:35 p.m.

The next regular board meeting is May 14, 2009.