

**Chicago Heights Public Library
Board of Trustees Minutes
April 8, 2010**

President Booth called the meeting to order at 6:30 p.m.

Members Present: Mr. Robert Booth, Ms. Vicki High, Mrs. Donna Hill, Mr. Doug Swanson, Mr. Joe Faso, and Mr. John Murphy

Also Present: Mr. Michael Davis and Ms. Margie Dal Santo

Members Absent: Mr. David Alston and Ms. Lori Wilcox

Ms. High moved, seconded by Mrs. Hill to approve the minutes of March 11, 2010. Motion carried.

Librarian's Report:

The use of materials for young people was 1,565. There was no change over last year. The use of materials for adults was 4,361. This is a 6% increase over last year. The grand total circulation was 12,029. There was no change over last year. The total materials owned are 130,025. The total cardholders are 11,206. The public access computers were used on 2,967 occasions. This is 24% decrease over last year. Our website was accessed on 2,032 occasions. This is an increase of 23% over last year. There were 115 patrons who took advantage of our wireless Internet. This is an increase of 9% over last year.

The Adult and Youth Departments sponsored 35 programs that attracted 843 people.

3 volunteers worked 42 hours.

22 publicity articles appeared during the month of March, 2010 along with 3 photographs. 11 publicity articles appeared in the newspaper along with three photographs and 11 publicity articles appeared on cable TV.

Meeting rooms were used on 114 occasions.

There were five security incidents. During the week of March 8, 2010, Kevin Pollard was banned from using the computers for viewing pornography. He was caught on the computers 2 times after this after being informed of his ban. I banned him for 1 week starting March 16, 2010 for not following library staff orders and being argumentative with staff. I have now been informed of a way to stop banned patrons from using the computers and have implemented it.

Megan Potter and Terran Jackson started fighting in the library on the afternoon of March 15, 2010. I was informed of the fight on March 17, 2010. I banned them both for a week starting March 17, 2010.

On Tuesday, March 30, 2010, Officer Cordes arrested Damien Young for disorderly conduct. He had fallen asleep at a computer and was awakened by Officer Cordes. He then fell asleep at a table. Officer Cordes then asked him to leave, at which time he started yelling profanity as he was leaving. He then fled on foot. Officer Cordes

took chase in his truck and apprehended him at the PACE bus station on 16th Street and Vincennes Avenue. I have banned him from the library for 30 days, as allowed by policy.

On Tuesday, March 30, 2010, a bicycle was stolen from the north side of the building. The bicycle was not locked. A police report was made.

On Tuesday, March 30, 2010, there was another bathroom incident. As I was on vacation, Carolyn made a new procedure requiring patrons to obtain the bathroom key from the security officer to use the restroom from 10 a.m. to 1 p.m.

On Monday, March 22, 2010, a letter was sent to the Illinois Department of Revenue asking them to provide us with the ratio needed to determine our Personal Property Replacement Tax.

I have joined a committee called Project Phoenix from Zones 8 & 9 libraries to explore scenarios for keeping services going in the face of expected drastic cuts to the library systems. This committee is particularly focused on how to keep delivery of items between libraries going in case funding gets cut from the library systems for doing this. The cost of delivery is approximately \$5,000.00 a year for each library, which is currently funded by the State. We believe that for about the same cost, we could implement a delivery system for local libraries in Zones 6, 8, & 9. This covers 21 libraries in the south and southeast suburbs. If this were to happen, we would need to use our garage for parking the delivery truck.

The newsletter was mailed to 10,745 residences and business on Monday, March 15, 2010. The Post Office is no longer accepting mailings at the main office in town, they are requiring mailings to be accepted at the Otto Mall branch. Unfortunately, due to the requirement of mailing at that branch, we are not eligible for the lower rate of \$0.067 per piece, but were required to pay \$0.11 per piece. Fortunately, we had enough money on balance to pay the additional charge without having to wait to have another check cut. The total cost for postage this time was \$1,181.95. At the same time, we were required to renew the postage permit, which I paid out of my personal account to be reimbursed by the library.

The main printer for the Adult Department went down on Tuesday, March 23, 2010. The fuser on the printer went bad. This caused the printer to be down for the public for 3 days. I was able to find a replacement fuser for \$234.78 on the Internet. This is considerably cheaper than a replacement printer of the same specifications.

There is a rumor going around that because of the high number of appeals of tax bills, the Assessor's office may not be sending out tax bills until January or February 2011. Let's hope this is not the case.

Building Report:

Robert had surgery on Friday, March 26, 2010 and may be out for as long as a month. I have hired a temporary worker to clean the grounds and take out the trash while he is gone. The temporary worker is working 3 days a week, for 2 hours each day. We are paying him minimum wage. As he is a contract worker, he will be paid out of the Building Maintenance line. The Board decided they want to retain the temporary worker even after Robert returns to work.

Here are Jasen Zurisk's comments on ThyssenKrupp Elevator:

Mike,

I know we already spoke on the phone, but I just wanted to respond to your e-mail. We signed a 5-year contract with Thyssen Krupp elevator in 2006. The contract is for the Gold Maintenance Agreement and costs of \$5,523.48 a year (we pay \$1,380.87 per quarter). This price is for two elevators, one at City Hall and the other at the Police Station. This package includes the yearly pressure tests for both elevators, but does NOT include the recently implement \$250.00 per elevator QEI fees for the State inspector. I hope this helps. Let me know if you have any other questions or concerns.

Jasen Zurisk

ThyssenKrupp has re-bid the elevator service contract for 2 years at \$2,400.00 per year, with the right to increase the cost after the first year. The contract automatically renews unless they are notified 90 days before the renewal date. City Hall is paying \$2,762.00 per elevator per year for their contract. I ask you to approve my signing the contract. The Board wants the elevator contract reviewed by the City Corporation Council and wants the contract brought to the May 13, 2010 meeting for review.

The Board would like to proceed with carpet replacement. Mr. Davis is to put the carpeting out for bid and report back to the Board.

Finance Committee:

Mrs. Hill moved, seconded by Mr. Murphy that the March, 2010 bills of \$16,186.93 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses were \$978,716.25. The total unspent money is \$108,361.91.

Per Capita Grant: The balance on hand for the Per Capita Grant is \$9,691.01 as of March 31, 2010

Library Committee:

Mr. Swanson moved, seconded by Mr. Murphy to adopt the updated meeting room policy. Motion carried.

The committee for Ms. Paul's memorial dedication reviewed their progress. Ms. High moved, seconded by Mr. Faso to approve a budget of \$500.00 for Ms. Paul's memorial dedication. Motion carried.

Old Business:

New Business:

President Booth adjourned the meeting at 7:50 p.m.

The next Board of Trustees meeting will be held June 10, 2010 at 6:30 p.m.