

Chicago Heights Public Library
Board of Trustee Minutes
August 14, 2008

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

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

Members Absent:

Also Present: Mr. Mike Davis, Ms. Margie Dal Santo and Ms. Norma Rubio

Mrs. Hill moved, seconded by Ms. High that the minutes of July 10, 2008 be approved as circulated. Motion carried.

Librarian's Report:

The use of materials for young people was 2,612. This is an increase of 68% over last year. The use of materials for adults was 3,706. This is an increase of 10% over last year. The total circulation was 7,196. This is an increase of 23% over last year. The total materials owned are 129,034. The total cardholders are 9,148. The public access computers were used on 2,930 occasions. This is an increase of 5% over last year. Our website was accessed on 968 occasions. This is an increase of 206%. There were 98 people who took advantage of the wireless internet. This is an increase of 16% from last year.

The Youth Department sponsored 36 programs that attracted 434 young people.
7 volunteers worked 53 hours.

10 publicity articles appeared during the month of July, 2008. 5 articles along with 2 pictures were published in the newspaper. There were 5 broadcast on cable TV.

The meeting rooms were used on 34 occasions.

There was one security incident on Tuesday, July 15, 2008. Officer Stacey observed a man taking a bicycle from near the north entrance. Later a juvenile reported that his bicycle had been stolen to the Officer. Officer Stacey proceeded to search the nearby neighborhood and found the man and the bicycle, took the bicycle back from the man and let him go. The bike was then returned to the juvenile at his home, to much excitement. I trust Officer Stacey's judgment in not arresting the thief.

Qualified Roofers was out on July 14, 2008 to repair the roof leaks. They found 6 spots over the Youth Department that needed repairs. They do advise that the roof is nearing the end of it's expected life span. The roof leaked again during the big storm on August 4, 2008. Qualified Roofers has been contacted to correct the problem.

The ILSDO not-for-profit 501 (c) (3) agreement arrived on Friday, July 11, 2008. Now we can use this agreement to apply for grants that require the IRS not-for-profit status.

We have started purchasing feature films for the patrons to borrow. The cases are kept out for public view on the DVD shelves, but the discs themselves are kept in a case behind the circulation desk for security. Currently, we have purchased the top 25 films on the American Film Institute list of 100 best films and have purchased the top 10 grossing films of 2007. In the future we intend to slowly add to the collection by purchasing the top grossing films of each year, and expanding on the AFI list.

The sink in the circulation room was discovered leaking on July 18, 2008. I am having Robert repair it.

We received 5 donated computers from Versatile, our computer maintenance vendor, on Tuesday, July 22, 2008. Two are to be used as replacements for an older computer and a broken computer, two will be put out as additional public Internet machines, and one will be kept as a spare. They will need a few upgrades to be functional, at a cost of \$464.20. This is about all of the room we have for public computers. This takes our total up to 22 public Internet computers, 16 in Adult, 6 in the Youth Department.

I have contacted Comcast to look into the costs for upgrading our Internet service. Our current connection, from the State of Illinois, is starting to bog down due to the increased number of computers we have and the addition of wireless users from the community. Comcast informs me that the cost of Internet for us would be \$59 per month on a 2 year contract. This is lower than our current cost of \$248 per month. Due to restrictions of the Metropolitan Library System, we are required to keep our T-1 from the state, but we can add the Comcast. With your approval, I will add the Comcast Internet service to our building. Comcast will quadruple the speed of our current connection.

Jason Zurisk contacted me on July 23rd about their elevator upgrade plans. He has turned in the bids he has on the project to his supervisors, but they haven't allocated him any money for the project. He is not planning on bidding out their elevator upgrades until he is given a budget. We also discussed putting a DO NOT ENTER sign at the entrance to the parking lot facing in so that cars won't go out the entrance. He agreed to place a sign for us. The sign was installed on July 29, 2008.

After talking to Montrell of ThyssenKrupp, it is found that the difference between the two elevator quotes is that ThyssenKrupp supplies an entirely new piston head and cylinder, while Colley is only cutting the piston head and welding in a new cylinder bottom. Montrell did emphasize that their work is guaranteed for life, if their maintenance contract is implemented (at a cost of \$150 per month). Colley has a 20 year warranty on their cylinder.

I attended the Illinois State Library's workshop on the Per Capita Grant application on July 29, 2008. We have already done most, if not all, of the Board requirements for the grant, now it needs to be documented in the application. I will be working on this in August.

To smooth over the transition from David Luurtsema leaving, I will promote Jennifer Martin, from Reference Librarian to Head of the Adult Department. Jenny has taken advantage of David's last month to train with him by learning all of the duties of circulation. Since David has

left, I will need to advertise for a Reference Librarian to replace Jenny. I am confident that Jenny can do the job, as David has done such a good job cleaning up the circulation room and circulation functions, she shouldn't have any problem maintaining a well functioning department. David's last day was August 13, 2008. With your approval, I will give Jenny a \$3000 raise to reflect her new responsibilities. The money will come from a lower salary that will be offered to the Reference Librarian that we will hire.

There were some other impacts of the storm on Monday, August 4, 2008. Thirty-five ballasts burned out and need to be replaced. There was a small fire in one of the electrical boxes in the mechanical room that burned itself out before doing major damage. The fire damaged an electrical converter. The cost for the replacement converter and ballasts was \$1,013.00. The problems with the telephone system were cleared up by David Luurtsema.

Due to the power being out, the library closed at 5 p.m. on Tuesday, August 5, 2008. with Mr. Booth and Mr. Swanson's approval. The alarm system wouldn't arm that day, due to the low battery power. This is only a problem if the power is out for long periods. I have reset the system according to the alarm company's instructions to recharge the battery.

Building Committee:

Three bids were received for carpet cleaning.. Mr Faso moved, seconded by Mr. Pavesich to hire Arabalos with the low bid of \$1,200.00 to clean the carpet on the entire first floor. Motion carried.

We are in need of a new roof. Mr Faso motioned, seconded by Mr. Murphy to put out for bid for an entire roof replacement. Motion carried. The Board amended the proposal to have an architect who will not be working on the project to look over the proposals with the librarian.

Mr. Faso motioned, seconded by Mr. Murphy to allow Mr Davis to procede with the Colley proposal to initiate elevator repairs. Motion carried. This is the first phase of mandated repairs that need to be completed.

Finance Committee:

Mr Swanson moved, seconded by Mrs. Hill that the July 14, 2008 bills of \$29,851.56 be approved for payment as presented to the Board. Motion carried.

Library Committee:

Ms. Norma Rubio gave a presentation to the Board on the Youth Department's summer reading program that ended July 31, 2008. A pizza party was held August 1, 2008 for the youths that finished the required reading of 25 books by July 31, 2008.

The Gateway to Information Program will begin again in September, 2008. Mrs. Hill was hired by the school board to work one day a week to co-ordinate the Gateway to Information program.

Old Business:

New Business:

Ms. High motioned, seconded by Mr. Pavesich to adopt the new computer internet policy as presented to the Board. Motion carried. The new policy requires all patrons to present a current library card in order to use the computer. A guest pass will be issued for one week allowing the patron time to get necessary documentation for a library card.

Mr. Booth adjourned the meeting at 7:40 p.m.

The next regular Board of Trustees meeting will be held on September 11, 2008.