

Chicago Heights Public Library
Board of Trustees Minutes
August 13, 2009

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

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

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

Members Absent: Ms. Donna Hill, Mr. David Alston, Mr. Sam Pavesich

Mr. Faso moved, seconded by Mr. Murphy that the minutes of July 9, 2009 be approved as circulated. Motion carried.

Librarian's Report:

The use of materials for young people was 2,620. There is no change over last year. The use of materials for adults was 4,732. This is an increase of 27% over last year. The total circulation was 14,167. This is a 22% increase over last year. The total materials owned are 131,450. The total cardholders are 10,310. The public access computers were used on 3,199 occasions. This is an increase of 9% over last year. Our website was accessed on 1,679 occasions. This is an increase of 73% over last year. There were 69 people who took advantage of our wireless internet. This is a decrease of 30%.

The Youth Department sponsored 50 programs that attracted 949 young people. 4 volunteers worked 20 hours.

11 publicity articles appeared during the month of July, 2009. 4 articles were published in the newspaper and 7 were broadcast on cable TV.

The meeting rooms were used on 79 occasions.

There was one security incident. Two bicycles were stolen from the bike racks sometime on Tuesday, August 4th, 2009. The bikes were not locked up. The police were notified and reports were taken.

The mayor's assistant, Frank Perez, came by on Tuesday, July 14, 2009 to give the library four summer workers from the IPAE Network. The youths, Titus Snelling, Elroy Miller, Jr., Andrew Miller and Laci Robinson, are working 10:00 a.m. to 4:30 p.m., Monday through Friday until the end of September, 2009. I have put the boys to work on groundskeeping and trash pickup. Laci is working in the Youth Department helping set up programs. Three other youths, Sharda Stubbs, Latefa Taylor, and Genesis Ayala were given to us by the Mayor's office in June, 2009. They are with a different network, the Southland Health Care Forum. All of these workers are paid by their networks to work for the library, at no cost to the library.

On Tuesday, July 11, 2009 I had to dismiss Titus Snelling and Elroy Miller, Jr. Laci Robinson and Andrew Miller quit as of Tuesday, July 11, 2009 because they were returning to school.

I will be on vacation from Thursday, September 3, 2009 through Tuesday, September 8, 2009.

On Monday, July 20, 2009 we received a letter from the Secretary of State informing us that we are the recipient of a Bill and Melinda Gates Foundation Opportunity Online Hardware Grant. This is the Gates Grant that would fund 17 new public computers over the next two years. The grant will be administered by the State Library. We are required to provide matching funds of \$5850 this year and \$10,400 next year to participate in the grant. I am including the contents of the letter and the contract with your packet, as I have some reservations about participating at this point and wish to discuss this with the board. Mr. Davis can purchase new computers for less than it would cost the library in matching funds for the grant. There were also other stipulations that had to be met with the Bill and Melinda Gates grant. Mr. Faso motioned, seconded by Mr. Murphy to turn the Bill and Melinda Gates Foundation Opportunity Online Hardware Grant down. Motion carried. Mr. Davis is to write the State Library a letter to thank the people offering the grant and the reason why we cannot accept it at this time.

We're starting to weed out the books on cassette collection. It's a dead format that no one uses. We'll use the space for books on CD and DVD movies. We have moved the books on CD and DVD movies back to where the books on cassette were located, so that those collections will have room to expand.

The Children's Summer Reading Program finished on Friday, August 7, 2009 with their final party. We had a total of 148 children register for the program, with 77 completing the program. The kids read a total of 7,955 books. The top 3 readers were Joie St.Clair with 1,560 books read, Laura Rangel with 420 books read, and Nubia Mendoza with 375 books read. Last year we had a total of 127 register and 48 finish. For the year we had a 17% increase in registrations and an increase of 60% in the completions.

The library will have a booth at Summerfest much like last year's booth. We will do crafts and face painting for the children, and advertise library programs.

There is a problem with the upcoming Fall newsletter. Since the Per Capita Grant money hasn't come in, we do not have the funds to mail it. The newsletter was entirely paid for by the Per Capita Grant. I have produced the newsletter and it is ready to go, but we will have to rely on in-house distribution until the grant money comes in, if it comes in.

Building Committee Report:

The new modules for the phone system were installed on July 15th. There was one bad port in the new modules which required me to switch my phone extension. Later on in the month, the port problem cleared up.

I had a phone call from Code Enforcement about our waiver of the building permit for the roof on July 15, 2009. They asked us to fax over our contract for the roof for their review. On Tuesday, July 21, 2009, they informed me that they were refunding the \$620 permit fee to Qualified Roofers.

We had a roof leak the night of Thursday, July 16, 2009. I called Qualified Roofers to come look at the problem, which may be downspout related. They looked over the area and confirmed that it was the downspout leaking. I then contacted Able & Willing Plumbing to come look at the problem. They wanted to wait until a rainstorm to repeat the leak to come out for an inspection. After nearly a week of no rain, the estimator came out on Thursday, July 23, 2009 and looked at the problem. The proposal came in on Friday, July 24, 2009 to replace a section of cast iron piping and cleanout with PVC angled pipe so that water will not remain in the system. The cost of the repair is \$1,690.00. Since we received the quote, we've had 2 rainstorms with no leaks, so, in light of our current budget expenditures, I am waiting with the replacement.

Mr. Davis received a report Thursday, August 13, 2009, from Air Comfort that there is a leak in a steam coil in the heat exchanger that supplies heat to the building. If this needs to be replaced it will cost around \$4,000.00.

I've been having the 3 summer help boys work on groundskeeping. We've put down new mulch, raked out weeds from the gardens, painted over graffiti on the outside vertical beams, cleaned out grass from the west flowerbeds and generally tried to tidy up.

Discussion of the Budget and Current Spending:

This year is turning out to be expensive. We are over budget in Building and Fixtures by \$37,820, and we will be approximately \$10,000 over budget in salaries due to David Luurtsema's coverage of Jenny's maternity leave. If the Per Capita Grant does not come in, we will be about \$8000 over budget in the Information Retrieval Expense budget. There is not a lot of fat in the budget to cut. If we are to keep the library in the black, we may need to consider some staffing cuts. The only department which could sustain a cut, without impacting service, would be the Children's Department. So far, we've been able to reduce staffing without the need of layoffs through not filling positions when they come open. This approach won't be able to be used this time, as there hasn't been any turnover in the Children's Department within the last year due to the economy. I would like your thoughts on this. The Board decided against any staff cuts at this time.

Mr. David Luurtsema was hired from C. Berger Group, Inc. as a temporary replacement for Jenny Martin who is on maternity leave. Mr. Luurtsema worked for the library previously thru C. Berger Group, Inc. in 2007. The day before Mr. Luurtsema was suppose to start in July, 2009, Mr. Davis received a letter from C. Berger Group, Inc. stating that they reviewed their records and found that they had underbilled the library by \$4,720.00 for Mr. Luurtsema's salary in 2007. As agreed to in the March 21, 2007 letter,

the bill rate was to be \$32.00 an hour and they mistakenly billed \$22.00 an hour. C. Berger Group, Inc. asked for a settlement of \$2,500.00. Mr. Faso moved, seconded by Mr. Swanson that the settlement be paid as long as the bill is paid in full. Motion carried.

Finance Committee:

Mr. Swanson moved, seconded by Ms. High that the July, 2009 bills of \$42,901.44 be approved at circulated. Motion carried.

Library Committee:

The Material Selection Policy has to be reviewed every two years. The Board reviewed this policy and no changes need to be made.

Old Business:

New Business:

The Board reviewed the policy, 75 ILCS 5, as applicable under the per capita grant. No changes were made.

Adjournment:

President Booth adjourned the meeting at 7:30 p.m.

The next Board of Trustees Meeting will be on Thursday, September 10, 2009, at 6:30 p.m.