

**Chicago Heights Public Library  
Board of Trustees Minutes  
December 10, 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 and Mr. David Alston

Ms. High motioned, seconded by Mr. Murphy that the minutes of November 12, 2009 be approved as circulated. Motion carried.

**Librarian's Report:**

The use of materials for young people was 1,814. There was no change over last year. The use of materials for adults was 4,538. This is an increase of 26% over last year. The grand total circulation was 11,698. This is an increase of 7% over last year. The total materials owned are 131,963. The total cardholders are 10,760. The public access computers were used on 3,041 occasions. This is a decrease of 5% over last year. Our website was accessed on 2,308 occasions. This is an increase of 25% over last year. There were 101 people who took advantage of our wireless Internet. This is an increase of 26% over last year.

The Adult and Youth Departments sponsored 22 programs that attracted 351 people.

4 volunteers worked 40.5 hours.

9 publicity articles appeared during the month of November, 2009. 2 articles were published in the newspaper and 7 were broadcast on cable TV.

The meeting rooms were used on 91 occasions.

There was one security incident. John Novak came back to the building on Saturday, November 21, 2009 and attempted to talk to Amita, after he had been asked not to. Officer Cordes eventually asked him to leave, after he was warned not to speak to her. He has not been back since.

The newsletter was mailed to 10,800 residents of Chicago Heights on December 1, 2009. There may be a problem with future mailings as the Post Office is now requiring bulk mailers to subscribe to a third-party database which tracks residential moves. One database carries a yearly fee of \$5,000.00 and the other database carries a yearly fee of \$7,000.00. We have to agree to sign up for one of two databases. We are not due to put out a bulk mailing until March, 2010. I am doing research on the problem.

The Fiscal Year 2010-2011 budget was distributed to City Hall on Friday, December 4, 2009. In the cover letter, I requested a 4.9% increase in the tax levy for the year.

The ordering freeze is starting to have some impact on the computer services we offer. At this moment there are 3 computers down, 2 of them with hardware failures and the third with a possible hardware failure. These are problems that can't be repaired. A fourth computer is starting to show signs of impending failure with it frequently freezing up. Computer statistics will start showing a drop in usage until these units can be replaced. The use of computers was already down 5% for November, 2009 due to these computers being out of service.

Book orders are reduced to keep spending down as low as possible. At this moment, we are only ordering best sellers and books on our automatic ordering list. This list orders books from 92 different fiction authors when their new books are published.

The Internet was down for about a half day on Wednesday, December 2, 2009. Comcast came out and repaired the problem in the evening. This is the first time the Internet has gone down since we switched to Comcast for our primary Internet service in October, 2008. I discussed canceling our T-1 line for SWAN traffic with Dan Graham of Versatile on Thursday, December 3, 2009. At this time he advises against it.

### **Building Report:**

On November 5, 2009, ComEd placed a recording device on our power line to check for voltage drops. They removed the recorder on Friday, November 20, 2009. During this time, we had one elevator problem on Thursday, November 19, 2009. The elevator quit working with Robert in it at about 4 a.m. in the morning. He was able to get out through the hatch. ComEd's recorder showed no power problems during that time period. Eddie Victor, from ComEd's distribution testing showed only minor fluctuations in our voltage during our test period. He presented me with the data on Tuesday, December 1, 2009. Colley Elevator was called on December 9, 2009 to come diagnose the problem. This technician found several problems that need to be addressed. I will get a quote from Colley to do the work and present it at the January 14, 2009 Board meeting. In the meantime, the technician said the elevator may be used.

Due to the relatively mild weather in November, 2009, we were able to go the whole month without starting the boiler. This should substantially help us with our gas bill.

I called CJ Erickson Plumbing to find out the status of our final downspout replacement on Tuesday, December 8, 2009. They have been waiting for a dry period to start on the work. They scheduled someone to come survey the situation on Wednesday, December 9, 2009. A Building Permit is being required by the City for the work at a cost of \$50.00. The Board wants the \$50.00 fee removed for the permit. Mr. Faso is to talk to Mr. Fares about getting the fee removed.

### **Finance Committee:**

Mr. Swanson moved, seconded by Mr. Faso that the November, 2009 bills of \$21,188.32 be approved for payment as presented. Motion carried.

Comparative Financial Report: We are in the seventh month of the 2008/2009 fiscal year and should be at 58%. We are at 62%.

Per Capita Grant: The balance on hand as of 11/30/2009 is \$20,334.86. This will be spent on newsletters, one-half of the purchase of a databases, computer equipment, and some books.

### **Library Committee:**

Mr. Davis presented a revision of the Reciprocal Borrowing Agreement with the Metropolitan Library System that was passed last month to the Board for approval. Ms. High moved, seconded by Mr. Murphy to accept the revisions. Motion carried. The new resolution states that MLS provides all four services to our library at a cost of \$1,000.00.

Mr. Davis presented computer and Internet policy revision for approval. Mr. Murphy moved, seconded by Mr. Swanson. Motion carried. The new policy states color printouts are now \$0.50 per page. Persons under 18 must have a parent or guardian's signature on file and the signature must be witnessed by a staff member. Persons 14 and over must use the Adult Department computers. Reservations for the computer time can be made over the telephone, for up to 5 days in advance. Reservations are made for library cardholders only. Computer time is reserved for one hour at a time with a maximum of 2 sessions allowed each day. A fifteen-minute computer is available for a single session. This counts against the allowed sessions per day for cardholders and guests. Sessions are not transferable to other patrons.

The Board reviewed the Registration Policy. This policy is required to be reviewed every two years. It was last reviewed in 2007. There were no changes made to the Registration Policy. No motion was required.

### **Old Business:**

### **New Business:**

Mr. Davis is to write a letter to the mayor asking for additional candidates for the Board. There are two seats open. It was suggested that one seat be filled by someone from the city and the other seat be filled by someone other than a city employee who is interested in the library and wanting to serve on the Board.

Mr. Booth adjourned the meeting at 7:14 p.m.

The next Board of Trustees meeting will be held on January 14, 2008.