

**Chicago Heights Public Library
Board of Trustees Minutes
February 11, 2010**

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

Members Present: Mr. Robert Booth, Mrs. Donna Hill, Ms. Lori Wilcox, Mr. David Alston, Mr. Doug Swanson, Mr. John Murphy, and Mr. Joe Faso

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

Member Absent: Ms. Vicki High

Mr. Murphy moved, seconded by Mr. Faso to approve the minutes of January 14, 2010 as circulated. Motion carried.

Mr. Booth presented a letter to the Board stating that we received the Per Capita Grant award in the amount of \$33,467.57.

Librarian's Report:

The use of materials for young people was 1,142. There was no statistical change over last year. The use of materials for adults was 3,938. This is an increase of 5% over last year. The grand total circulation was 10,105. This is a 12% decrease over last year. The total materials owned are 131,303. The total cardholders are 10,894. The public access computers were used on 2,431 occasions. This is a 43% decrease over last year. Our website was accessed on 1,990 occasions. This is an increase of 18% over last year. There were 81 patrons who took advantage of our wireless Internet. This is an increase of 20% over last year.

The Adult and Youth Departments sponsored 28 programs that attracted 382 people.

2 volunteers worked 12.25 hours.

There were 10 publicity articles during the month of January, 2010 along with 2 photographs. 4 publicity articles and 2 photographs appeared in the newspaper and 6 publicity articles appeared on cable TV.

Meeting rooms were used on 58 occasions.

Security incidents: Thursday, January 28, 2010 was a busy day. There were three security incidents. At about 3:15 p.m., Brandon Jackson was observed by Amita viewing pornography on one of our computers. He was given a 1-year ban from using the computers, per policy. At about 5:13 p.m., Michaela SanFratello-LaFava was identified by Officer Cordes as someone with outstanding juvenile warrants. She was arrested and taken to the Police Department by Office Vittori. At about 6:30 p.m., Amita caught Eric Billups drinking beer at a table in the back of the Adult Department. He was asked to leave by Officer Cordes. I have given him a 1-week ban, as he has frequently been asked to leave for breaking the rules.

There have appeared over the last couple of months some bullet/bb holes in the glass of the south entrance. We have filed a police report on them. As the glass seems stable and isn't cracking, I will hold off on getting the glass replaced until the new fiscal year.

Eric Billups fell outside of the library on Sunday, February 7, 2010 at about 4:15 p.m. Officer Vittori found a bottle of gin nearby, which Mr. Billups admitted drinking outside of the library. I have given him a 30-day ban for being intoxicated on the property. He will be allowed back on March 8, 2010.

Veronica Vargas voluntarily resigned her position as part-time circulation clerk by not reporting for work three days in a row. Jenny hired Megan Peden to replace Veronica. Megan started on February 1, 2010.

The Adult Department decided to try and emphasize the young adult fiction by separating it from adult fiction and children's fiction. They created a space by the new books for the collection by removing the non-fiction books from the new books area. Unfortunately, this has caused a number of complaints, so we will be restoring the new non-fiction books back to their former location.

Four new computers were ordered in January, 2010 and were installed by Versatile on February 1, 2010. This brings a total of 7 public computers replaced this fiscal year out of 20 scheduled to be replaced.

The volunteer statistics are very low and I have looked into this. The reference librarians report that there aren't a lot of projects for the volunteers to work on, and we haven't been able to train anyone on shelving books, as the volunteers haven't kept appointments for shelving training.

Monday, February 1, 2010, we received notification from the Secretary of State that we were the recipient of a program by Reverend Senator James T. Meeks and the Salem Baptist Church of Chicago to provide us with 100 free books of our choosing. The books were selected by Norma, Carolyn and myself and were submitted to Reverend Senator Meeks on February 3, 2010. The church picked 250 libraries for this program donating a total of 25,000 books.

I completed the required FOIA officer training on February 4, 2010. I completed the required OMA officer training on February 5, 2010.

We received approval of our Per Capita Grant on February 1, 2010 for \$33,467.57.

The Friends of the Library had their annual meeting on Thursday, February 4, 2010. Jim Murray is President, Cheryl Ziering is secretary, Mr. Swanson is treasurer, and Mr. Dieringer is board member at large. They voted to give \$300.00 to the children's summer reading program and \$300.00 to the Gateway's to Information program.

David Luurtsema volunteered on Tuesday, February 9, 2010, to move the card catalog to the basement. It will be kept in the hall there until Carolyn no longer needs it. She is pulling cards for the history collection from it.

Building Report:

On Wednesday, January 20, 2010, Colley Elevator was out to install a part on the elevator door operator to keep the door from closing prematurely. It didn't work, as the elevator door closed on me that same day. On Wednesday, January 27, 2010, ThyssenKrupp Elevator came out to evaluate our problems. They agreed to send out a workman the next day to fully evaluate the system and make corrections and recommendations on fixing the problems. On Thursday, January 28, 2010, a workman came and made several corrections to our door mechanism. He said there were several problems that he corrected from the previous installation of the door operator and infrared door sensor. There was a bad circuit board on the hatch safety mechanism that is being replaced. Hopefully this will end our elevator problems.

Finance Committee:

Mr. Swanson moved, seconded by Mrs. Hill that the January, 2010 bills of \$25,174.65 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses were \$834,319.99. The total unspent money is \$252,758.17. We should be at 75% for the fiscal year and we are 77%. We are over-budget by 2%.

Per Capita Grant: The balance on hand for the Per Capita Grant is \$12,014.36.

Library Committee:

The memorial for Ms. Barbara Paul is set for June 13, 2010. Mrs. Hill motioned, seconded by Mr. Swanson. Motion carried. Ms. High, Mrs. Hill, and Ms. Wilcox are on the committee for planning Ms. Paul's Memorial. They are to present a budget to the Board for the dedication at the March 11, 2010 board meeting. Altrusa and the Historical Society are each donating \$500.00. We also have \$600.00 on hand bringing the total, so far, to \$1,600.00.

John, Ms. Paul's husband, requested that whatever the Board decided to purchase in Ms. Paul's memory be useful to the patrons. The Lions Club Vice President approached Mr. Davis about purchasing a Topaz Desktop Video Magnifier to be used by patrons with low vision. Mrs. Hill moved, seconded by Mr. Murphy to give Mr. Davis permission to order the 19" LCD Model Topaz Desktop Video Magnifier for \$2,995.00. Motion carried. The Lyons Club said they would be willing to fund some of the expense for the Topaz Desktop video Magnifier, if need be.

Mr. Murphy moved, seconded by Mrs. Hill to accept the revisions to the holiday policies of the personnel policy to comply with the City's granting four additional observed full paid holidays by removing the half-day for Christmas Eve and the half-day for New Year's Eve making them into a full paid holiday along with Columbus Day and Veteran's Day. Motion carried.

The Board went into Executive Session to evaluate the Administrative Librarian. The Board unanimously commended the Administrative Librarian's performance during the evaluation period and has directed that the evaluation report be placed in his personnel file.

Old Business:

New Business:

President Booth adjourned the meeting at 8:00 p.m.

The next Board of Trustees meeting will be held on April 8, 2010.