

Chicago Heights Public Library
Board of Trustee Minutes
June 12, 2008

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

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

Members Absent: Ms. Ernestine Boyd, Mr. Sam Pavesich

Members Also Present: Mr. Mike Davis and Ms. Margie Dal Santo

Mr. Faso moved, seconded by Mr. Murphy that the minutes of May 8, 2008 be approved as circulated. Motion carried.

Librarian's Report:

The use of materials for young people was 972. This is a decrease of 21% from last year. The use of materials for adults was 2,921. This is a decrease of 6% from last year. The total circulation was 4,775. This is an 11% decrease from last year. The total materials owned are 128,280. The total cardholders are 17,189. The public access computers were used on 2,825 occasions. This is an increase of 92% from last year. There were 52 people who took advantage of the wireless internet. This is an increase of 8% from last year.

The Youth Department sponsored 28 programs that attracted 651 young people.
8 volunteers worked 77 hours.

9 publicity articles appeared during the month of May, 2008. 3 articles and 1 picture were published in the newspaper. There were 5 broadcast on cable TV.

The meeting rooms were used on 56 occasions.
There were no security incidents.

I applied for a Walmart Community Grant to fund purchases of computers. If funded, the computers would be used for training classes on basic computer literacy subjects, such as word processing, web searching, basic computer use, using our online catalog and such.

I attended a budget training workshop at Crete Library on Friday, May 23, 2008. This workshop, intended for new library directors, covered how to create a budget, timelines, and necessary ordinance filings (which are not necessary for us to do as a city library.)

I asked Matthew Fares to send over their plumber to look at our downspout problem. Mike Sabo, from the city, came by on Monday, May 12, 2008 to review our bids for the downspout replacement work. He agrees that the lower bid from Able and Willing Plumbing is the more appropriate one.

Kassandra Spence sent me mockups of our proposed new website. She did 3 different designs, of which I chose one for her to continue work on. She is making good progress on the site, but I can't say when she'll be finished.

The Friends of the Library established a bank account at First Midwest Bank. Their current bank account is \$541.22. Mr. Doug Swanson made a donation of \$300.00 to the Friends of the Library so that we can file for 501(c)(3) status. The bank balance includes this sum.

I will be attending a training workshop on creating lists in our online circulation system which should allow me to highlight areas of the collection in need of improvement. The workshop is on Thursday, June 26, 2008.

We replaced Carolyn's old computer with a new HP5600. Carolyn's old computer was running Windows 98 and had started to show signs of breaking down. All of her data was successfully transferred to her new computer. She is now running a Windows XP computer with Office 2007. The old computer was refurbished and put out as another public Internet computer in the Adult Department. This brings the total number of public Internet computers to 20. We also ordered a cheap pc to replace one public Internet computer that burned up on Monday, June 9, 2008.

The summer newsletter is at the printers and will be mailed as soon as it is finished. We had to wait on the approval of a postage check this evening to mail it. Next year I'll get the postage approved at the May meeting so it can be more timely for the summer reading program.

The summer reading program currently has 85 young people enrolled. This compares with 95 enrolled for the entire program last year. Registration ends June 30, 2008.

Building Committee:

Mr. Faso moved, seconded by Mrs. Hill to hire Able & Willing Plumbing for \$1,495.00 to do the repairs on the downspouts. Motion carried.

Mrs. Hill suggested that a new Do Not Enter sign be put up at the entrance to the patron parking lot. Mr. Davis is going to try and co-ordinate this with the park district.

Finance Committee:

Mr. Swanson moved, seconded by Ms. High that the May, 2008 bills of \$20,071.41 be approved for payment. Motion carried.

Old Business:

Mrs. Hill and President Booth attended a Rotary Club Meeting in which she spoke about the Gateway to Information Program. The Rotary Club approved a \$500.00 grant to the Gateway to Information Program.

Library Committee:

New Business:

Minor changes were made in the By-Laws of the Library Board of Trustees of the City of Chicago Heights, Illinois..Section 6: We have to state that we will abide by the Freedom of Information Act. All library records except those excluded by law shall be accessible to the public as provided by the Freedom of Informations Act (5 ILCS 140). Section 10: We have to state that our meetings shall be open to the public as provided by the Open Meetings Act (5ILCS 120) except as provided by the act.. Mr. Murphy moved, seconded by Mr. Faso. Motion carried.

Illinois Library Systems Directors Organization is a tax exempt 501(c)(3) organization which was formed to promote the development of libraries and library system in Illinois and to encourage improvement of library services to all Illinois residents. ILSDO has created the ILSDO Fund for Illinois Libraries which enables libraries to receive gifts that can only be made to 501(c)(3) charitable organizations. We would be allowed to apply for a total of 5 grants in the name of ILSDO without having to pay a fee. There is a \$25 fee for any grants after the 5 free ones. The funding agency writes a check to ILSDO Fund for Illinois Libraries and the IISDO Treasurer will immediately send a check to our library. Mr. Davis asked that the Board approve and authorize President Booth to sign an agreement with Illinois Library Systems Director Organization to perform this service. Mrs. Hill moved, seconded by Mr. Murphy. Motion carried.

The Board suggested having a booth for the Library at the Chicago Heights Fun Festival during Labor Day weekend. Mr. Davis is to check with the City to see if there is a fee for the booth. It was also suggested that the Library be represented with a float in the parade with some library staff members riding on the float.

Adjournment:

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

The next regular Board of Trustees meeting is June 12, 2008.