

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

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

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

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

Members Absent: Mr. David Alston

Mrs. Hill moved, seconded by Mr. Murphy to approve the minutes of February 11, 2010 as circulated. Motion carried.

Librarian's Report:

The use of materials for young people was 1,647. This is an increase of 8% over last year. The use of materials for adults was 4,220. This is an increase of 12% over last year. The grand total circulation was 11,309. This is a 1% decrease over last year. The total materials owned are 130,748. The total cardholders are 11,060. The public access computers were used on 2,595 occasions. This is a 23% decrease over last year. Our website was accessed on 1,760 occasions. This is an increase of 42% over last year. There were 115 patrons who took advantage of our wireless Internet. This is an increase of 17% over last year.

The Adult and Youth Departments sponsored 30 programs that attracted 646 people.

2 volunteers worked 14 hours.

11 publicity articles appeared during the month of February, 2010. 5 publicity articles appeared in the newspaper and 6 publicity articles appeared on cable TV.

The meeting rooms were used on 86 occasions.

Security incidents: Thursday, February 25, 2010, there was a bathroom incident at about 10:30 a.m.

I'm having Norma and Lynda apply for a Penny Severns Family Literacy grant. I've had a call from Prairie State stating they would like to work with us on this. The grant, if funded, would be for \$2,500.00 to \$4,000.00 to do a summer program for low literacy families. I think the experience will be good for Norma and Lynda.

I will be on vacation March 29, 2010 through April 2, 2010.

To comply with the new postal regulations for our newsletter, we have purchased AccuZip software for an annual cost of \$1,001.00. This software provides us with the carrier routes for Chicago Heights and the route counts. The cost for this software is offset by the discovery of our eligibility for a lower postage rate, which we used for the

winter newsletter. The postage has dropped from \$1,166.55 to \$727.32 for an approximate yearly savings of \$1,750.00. With the cost of the new software, we are still saving about \$750.00 per year on mailing costs.

I have written a letter to the Chicago Heights Lions Club asking them for a donation for the Topaz reader in memory of Mrs. Paul.

Robert has changed his hours so that he is available to work in the mornings on Thursdays and Fridays until 11:00 a.m. This will help with some of the grounds issues.

Tuesday, March 9, 2010, I attended a workshop on writing policies and procedures presented by the Zones 8 & 9 libraries.

I have learned from some of the security officers that the company that files IRS W-4's for the city made some mistakes in 2009 and filed multiple W-4's for some city employees. This is causing some employees to get letters from the IRS stating that they owe back taxes. This has not happened to any library employees to my knowledge, but if it does happen, I will give them paid time to clear up the matter with the IRS and Social Security, as it was not their fault, but a fault of the city.

Building Report:

The elevator went down over the weekend of February 13, 2010. I called ThyssenKrupp to come back out and diagnose the problem. It was fine on Friday, February 12, 2010 when we left in the evening. It was found open and about a foot down by Amita in the morning on February 13, 2010. I called Robert to see if he had left it that way and he said he saw it open but didn't touch it. ThyssenKrupp couldn't find an issue with the elevator. I later determined that the elevator had probably sunk overnight as it is turned off at night at the top floor with the door open. We have changed that procedure so this won't happen again. There have been no problems since. Now that we have the problems worked out, I would like to put the elevator under a maintenance contract, since it is starting to be "buggy." Attached is the proposal from ThyssenKrupp. The maintenance contact would cost approximately \$175.00 a month to be paid quarterly in advance. Mr. Faso moved, seconded by Ms. High to table voting on the maintenance contract for the elevator until the April 8, 2010 Board meeting. Motion carried.

Finance Committee:

Mr. Swanson moved, seconded by Mr. Faso that the February, 2010 bills of \$16,892.76 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses were \$906,149.14. The total unspent money is \$180,929.02. We are in the 10th month of the fiscal year and are at 83%, which is where we should be.

Per Capita Grant: The balance on hand as of February 28, 2010 was \$11,287.01.

Library Committee:

The committee for Ms. Paul's memorial dedication to be held on June 13, 2010 from 1p.m. to 3 p.m. gave a presentation on ideas they have so far for this event. The committee is to present a budget and a tentative agenda in writing at the April 8, 2010 Board meeting.

Mr. Davis asked the Board to revise the meeting room policy as we are having difficulty scheduling library programs for the large meeting room. Mr. Davis would like to charge \$50.00 a year for the use of the meeting rooms per organization. He also asked that there be a limit set as to how many times the group would be allowed to use the rooms. Each Board member is to receive a current copy of the meeting room policy. The Board will review this policy at the April 8, 2010 Board meeting.

Mr. Davis displayed carpet samples for the Board to look at. They voted on which ones they would like to have installed in the library. Mr. Davis is to present more precise figures on pricing and installation at the April 8, 2010 Board meeting.

Old Business:

New Business:

President Booth adjourned the meeting at 8 p.m.

The next Board of Trustees meeting will be held April 8, 2010 at 6:30 p.m.