

**Chicago Heights Public Library Board of Trustees Minutes  
May 14, 2009**

The board meeting was called to order at 6:30 p.m. by President Booth.

Mr. Alton, Mr. Booth, Ms. High, Mr. Murphy and Mr. Swanson were present.  
Ms. Hill arrived at 6:31 p.m. Mr. Faso arrived at 6:35 p.m.

Mr. Booth made a motion to amend the April 2009 minutes to read “personal property replacement taxes” instead of real estate taxes. Ms. High seconded the motion. Motion was carried.

**Librarian’s Report**

The use of materials for young people: 1,730 up 28.5 %  
The use of materials for adults: 3,950, up 23 %  
Grand total circulation: 12,394 up 17 %  
Total materials owned: 130,746  
Total card holders: 10,165  
Website visitors 1,615 up 211%  
Wireless Internet users: 74 up 30 %  
Youth Department Programs: 32  
Youth Department Program attendance: 919  
Volunteers work and hours: 8 volunteers worked for 49 hours  
Publicity: 4 news items and 9 cable TV spots  
Meeting rooms: 89  
Security incidents: none

Mr. Davis reported that earlier that day on May 14, a man fitting the description of an alleged mugger was taken into custody by police. The man reportedly was acting suspicious when he noticed a police officer enter the library. At this time it was unknown if the man was charged with the muggings that allegedly occurred at St. James Hospital’s parking lot.

Mr. Davis reported that the library received an additional grant (for the settlement of the anti-trust violations) of \$2,500 from the Attorney General’s Office. The first grant was for \$5,000 and children’s and jazz CDs were purchased. The new money will be used to purchase CDs in the classic rock genre. The money must be spent by Sept. 30, with the final report due on Oct. 30. The money arrived on May 4.

On April 23, Mr. Davis attended the ILAs’ Legislative Day in Springfield. He reported that the bill the librarians want is for the full funding of the Per-Capita Grant to the level indicated by law, which is \$1.25 per person. This year the library received funding at \$1.21 per person.

Mr. Davis will be out of the building May 31 to June 5 for the Small Public Library Management Institute in Springfield. Carolyn will be in charge, and he has given her his

cell phone number in case of emergency.

The number of articles going into the newspaper is down. Staff has been sending program announcements, which are not being printed. This is a problem with all of the libraries in the area. We will continue to send in articles with the hope that the SouthtownStar will start printing again.

Jenny Martin the Circulation Supervisor will be taking maternity leave any time from now through July 31. He wanted the board's feedback on contacting the library temp agency to hire someone for three months. Mr. Davis said if it were a month he would cover the work, but three months would take up too much time from him doing his own job.

Circulation Clerk Rosa Rubio gave her resignation effective May 23. His position will be posted before she leaves, but the new person will not start until after she's gone.

Mr. Davis is attending an MLS workshop on May 19 on Interlibrary Loan policy. He said he is delaying presenting a new policy until he attends the meeting

Ms. High wanted to know if the library could get a library security system to deter theft.

Mr. Booth said it has been discussed in the past and is cost prohibitive.

Mr. Davis said a survey last summer revealed that over a six month period \$1,500 in new books were stolen.

### **Building Committee Report**

Around 9 a.m. on Monday, April 13, a downspout gasket came loose and flooded the Youth Department and Staff room on the south side. There were some books that got we -- about six shelves. The books were taken to Tech Processing for rehabilitation. A total of 80 books were too damaged to remain in the collection. The books which can be replaced will be.

Qualified Roofing was called to corrected the problem, They arrived about an hour after being called and learned the gasket had slipped off of the downspout pipe.

John Onofrio, who was recommended by Mr. Faso to review the roof bids, stopped in on April 15 to pick up the bids. On April 22, he returned the bids with the recommendation that the library take the low bid from Qualified Roofing.

Onofrio was paid \$500 to review the bids.

Mr. Swanson said the library can afford it to pay for it.

Qualified Roofing put in the roof 15 years ago.

Ms. Hill inquired if the city received stimulus money if the library re

Mr. Faso made the motion and Mr. Murphy seconded the motion to approve the \$62,000 base bid from Qualified. Motion was carried.

Mr. Booth said the library still has to review purchasing the carpeting for the library. Mr. Swanson said once the roof is up, the board will look more into that.

The main breaker in the building is still bad. The library will likely have to be closed to replace it as it requires power being off to the entire building. Mr. Davis asked the board's permission to choose a Friday in late May for the work to be done. If the electrician determines that the work can be done early in the morning, before the building opens and done in time before opening the building will remain open.

Ms. Hill moved that Mr. Davis seek out an electrician and hire him to replace the breaker as long as the cost is lower than required to be put out to bid.

Ms. High seconded the motion. Motion was carried.

### **Finance Committee**

\$32,451 in bills were presented to the library this month. There was nothing extraordinary.

A laminator was replaced, but most expenses were normal.

Mr. Booth commended Mr. Davis for his work.

Mr. Swanson made the motion, Mr. Murphy seconded the motion to approve the bills.

The motion was carried.

### **Library Committee**

Mr. Davis presented the meeting room policy for review. No changes were made.

### **Old Business**

The Annual Report was presented.

Mr. Swanson made the motion to accept the report, Mr. Alton seconded the motion.

Motion was carried.

The meeting was adjourned at 7:31 p.m.

The next regular board meeting is at 6:30 p.m. on June 11