

**Chicago Heights Public Library  
Board of Trustees Minutes  
May 13, 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. David Alston, Mr. Doug Swanson, Mr. Joe Faso, and Mr. John Murphy

**Also Present:** Mr. Michael Davis and Ms. Norma Rubio

Ms. High moved, seconded by Mr. Alston to approve the minutes of April 8, 2010.  
Motion carried.

**Librarian's Report:**

The use of materials for young people was 1,349. This is a 24% decrease over last year. The use of materials for adults was 3,870. This is a 2% decrease over last year. The grand total circulation was 10,556. This is a 15% decrease over last year. The total materials owned are 130,336. The total cardholders are 11,279. The public access computers were used on 2,662 occasions. This is a 37% decrease over last year. Our website was accessed on 1,868 occasions. This is a 16% increase over last year. There were 138 patrons who took advantage of our wireless Internet. This is an 86% increase over last year.

The Adult and Youth Departments sponsored 41 programs that attracted 1,063 people.

Four volunteers worked 24.5 hours.

Twelve publicity articles appeared during the month of April, 2010 along with 4 photographs with captions. Four articles appeared in the newspaper along with 4 photographs and 8 articles appeared on cable TV.

There were three security incidents during the month of April, 2010. On Friday, April 16, 2010, Eric Billups had a minor seizure at a table. An ambulance was called for him. I have asked Lynda to look into getting him some help from social services, as he is homeless, and this is the second time he has had a problem at the library in the last 6 months.

On Wednesday, April 21, 2010, Fabian Ayala, 26, 15439 East End Avenue, South Holland, was charged with assault after threatening two women outside the Library. He flashed gang signs at them and threatened to come back with a gun.

On Friday, April 23, 2010, there was an incident with Darryl Adams bothering Grace Jones in the Youth Department at about 1 p.m. She had on previous occasions asked him to leave her alone. She had not reported any previous incidents to me, because she didn't know the man's name. Security and I informed Mr. Adams that he is no longer permitted to talk to Ms. Jones. A police report was taken.

I dismissed Megan Pedan, Circulation clerk, for not coming into work and not calling for the 3<sup>rd</sup> time during her probationary period. We have moved Grace Jones and Sarah Morgan so that they will work half of their time in Circulation to cover the position.

Gail Pokrajac, Children's clerk, has given her notice. She will work through the end of May, 2010. We will advertise her full time position once it becomes open.

I've nominated myself to be on the ballot for the SWAN Governance Committee representing the "A" libraries. Voting closes at 5 p.m. on May 14, 2010. If voted in, there would be 2 extra meetings to attend at MLS per month.

The library has won a Penny Severns Grant for Family Literacy. The award is for \$4800.00. We will be purchasing materials with the money to support the activities of the program. Kudos to Norma and Lynda for their successful grant application.

Our first Cinco de Mayo Celebration was an overwhelming success, with over 150 people attending.

Lynda Schoop is becoming concerned that she may not be able to close on a house before her anniversary date at the end of June, 2010. Would having a house under contract be acceptable to the city for residency purposes? We REALLY need to keep her, if possible. Mr. Faso will ask City Hall about a possible extension on the residency requirement for Lynda.

Mr. Davis presented the 2009-2010 Annual Report to the Board. Ms. High moved, seconded by Mr. Faso, motion carried to have President Booth sign the annual report to be sent to the State Library and to the Metropolitan Library System. A copy will also be sent to City Hall.

### **Building Report:**

I received a phone call from Mr. Somer about our pending Elevator Maintenance Contract on Monday, April 26, 2010. His two concerns about the contract were having us add ThyssennKrupp to our insurance and the automatic renewal of the contract. I contacted Thyssen Krupp and asked them to put a fixed increase into the contract and remove the insurance clause. They agreed to the conditions and included the changes in the revised contract in your packet. Please approve the revised contract. Mr. Murphy moved, seconded by Mrs. Hill. Motion carried.

The Request for Proposal for carpet replacement is finished. It will be published in the newspaper next week. The selected tile for the entryway is being passed around. Please approve the posting for the Request for Proposal. The Board suggested getting a quote for the rest of the Adult section. Mr. Davis will amend the Request for Proposal adding in the alternate proposal. The Board approved the posting for the Request for Proposal for carpet replacement.

Robert has returned to work from his surgery. He has repaired the riding mower and is now mowing the grounds once a week. J.R. Rubio has been added to the payroll as a custodial assistant working 6 hours per week.

**Finance Committee:**

Mr. Swanson moved, seconded by Mr. Faso that the April, 2010 bills in the amount of \$28,867.48 be approved for payment as presented. Motion carried.

Comparative Report: We are at 96%. The year-to-date expenses were \$1,041,257.79. The total unspent money is 45,820.37.

Per Capita Grant: Mr. Murphy moved, seconded by Mr. Alston to approve spending the balance of the Per Capita Grant. Motion carried. The balance on hand as of April 30, 2010 was \$8,509.06.

**Library Committee:**

Ms. Barbara Paul's Memorial Dedication was discussed. The Topaz Reader has been ordered and Woodlake Technologies, in addition to a discount given to us, has upgraded the reader to the larger 22" LCD size for free. The price of the Topaz Reader is \$2,678.00.

City employees will be invited to the reception via the monthly Human Resources newsletter. We will send individual invitations to the city alderpersons, mayor, donors, local library directors, and SIGHTS.

Ms. Hill motioned, seconded by Ms. High to changing the name of the Board Room to the Barbara Historical Room. The Chicago Height Historical Preservation Committee wants to donate a plaque in her honor.

Ms. High moved, seconded by Mr. Faso to accept the job description for custodial assistant as presented for approval. Motion carried.

Mr. Faso moved that Mr. Davis be allowed to apply for a credit card for non-personal use for library issues with a limit of \$1,000.00, seconded by Mr. Murphy. Motion carried.

**Old Business:**

**New Business:**

President Booth adjourned the meeting at 7:45 p.m.