

**Chicago Heights Public Library  
Board of Trustees Minutes  
November 13, 2009**

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

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

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

**Members Absent:**

Mr. Sam Pavesich submitted a letter to City Hall resigning as a Board Member from the Chicago Heights Library Board of Trustees effective October 12, 2009.

Mr. Murphy moved, seconded by Mr. Faso that the minutes of October 8, 2009 be approved as circulated. Motion carried.

**Librarian's Report:**

The use of materials for young people was 2,126. This is a decrease of 1% over last year. The use of materials for adults was 4,452. This is an increase of 5% over last year. The total circulation was 12,969. This is an increase of 7% over last year. The total materials owned are 131,786. The total cardholders are 10,614. The public access computers were used on 3,336 occasions. This is a 7% decrease over last year. Our website was accessed on 2,712 occasions. This is an 88% increase over last year. There were 103 who took advantage of our wireless internet. This is down 22% over last year.

The Youth Department sponsored 38 programs that attracted 1,230 young people.

6 volunteers worked 48.5 hours

11 publicity articles appeared during the month of October, 2009. Six articles were published in the newspaper along with 1 photograph and 5 publicity articles were broadcast on cable TV.

The meeting rooms were used on 93 occasions.

There were two security incidents. On Thursday, October 15, 2009 graffiti was spray-painted on the west exterior wall, behind the pedestal for the south sculpture and on the east short wall. A police report was made and a graffiti report was sent to the Cook County Sheriff's Department. The Cook County's Sheriff's Office sent a graffiti crew out to clean the graffiti off of the building.

John Novak, a regular patron, has started stalking Amita Lonial, Reference Librarian. She initially tried to handle the situation by herself, by not answering personal questions, and telling him that his behavior was inappropriate. After ignoring her attempts to get him to quit, and trying to get personal information from her, I talked to Mr. Novak on Friday, October 23, 2009 and informed him that he was not to speak to Ms Lonial. He was advised that other workers would assist him, and if he continued to bother Amita, he would be asked to leave. On Monday, October 26, 2009, he again attempted to talk to Amita, who told him someone else would help him. When Linda tried to help him, he became agitated, at which time security came and talked to him and escorted him from the building. Fortunately, he has not been back since. The Board said that if he harasses her again, he is to be arrested. Also, they

suggested security walk her to her car.

I emailed Joy Nardi, our treasurer about the Debt Disclosure Ordinance that was recently passed by the Cook County Board. She will take care of uploading our most recent audited financial statement to the Cook County Treasurer's website when it becomes available.

We rearranged a little more in October, 2009 to give the Fiction collection room to grow. To do this, we moved some reference books, moved the Spanish collection to the end of the Reference stacks, and moved Science Fiction to where Spanish had been located. We moved the literary criticism to the basement. The literary criticism that was moved to the basement is duplicated in the online databases we purchased through MLS. Also, Children's did some rearranging of the desks.

At the request of the Reference staff, we changed one adult computer to a 15 minute machine to try and accommodate patrons who need a short computer stay.

I have instituted weekly department head meetings on Friday mornings to improve interdepartmental communications. The more informal method was not working well and there had been complaints from staff that felt they were uninformed about library activities.

Aracely Hernandez, who works in Technical Services and Circulation, changed her status from full-time employee to part-time employee. The Circulation Department advertised for a part-time replacement for her hours and hired Norette Mackler for the position. Gary Weishaar voluntarily resigned his circulation clerk position by not showing up for work 3 days and not calling in. The Circulation Department has advertised for his part-time position and hired Veronica Vargas for this vacancy.

I will be on vacation and out of town from Wednesday, November 25, 2009 through Sunday, November 29, 2009

### **Building Report:**

On Wednesday, October 14, 2009 Air Comfort came and started the replacement of the leaking steam coil on air handler S3. They finished the work on Friday, October 16, 2009. There were no complications.

CJ Erickson Plumbing came out on Tuesday, October 20, 2009 to inspect the southwest downspout. They are recommending erecting scaffolding inside the building and going at the problem from underneath, like Able and Willing Plumbing recommended. It is nearly impossible to reach the southwest corner of the building going underneath the roof. CJ Erickson Plumbing did give us a quote of \$2,175.00 to do the downspout. I did have R & J Plumbing out to look at the situation, but they refused to quote the work, instead they gave us an \$85.00 per hour figure to open up the ceiling and look at what needs to be done. Able & Willing Plumbing gave us a quote of \$4,554.00 to finish the work. Mr. Murphy moved, seconded by Ms. Hill, motion carried to have CJ Erickson Plumbing to complete the repair work on the last downspout

On Monday, October 19, 2009, the Cook County Sheriff's Graffiti Removal Team came out and removed the graffiti from the 3 spots on the building.

On Friday, October 23, 2009 at about 5 PM, the southeast downspout started leaking into the building. It was a minor leak, but as this had recently been worked on I wanted to inspect it myself before calling the plumber. On Monday, October 26, 2009, I went up into the roof and climbed back to where the downspout was located. There was water dripping from the cleanout. I then called Able and Willing Plumbing who agreed to send someone out to look at the problem on Tuesday, October 27, 2009. The plumber who came out re-taped the clean-out plug and tightened the plug. There were no problems during the heavy rains after the plug was tightened.

We've had 2 people get stuck in the elevator in this past month. The first was on Sunday, October 11, 2009 and the second was on Monday, October 26, 2009. The last time this happened, the elevator repairman stated that it was a ComEd problem, that they were not providing enough voltage to the system. This causes a safety to shut the elevator down to save the motor. The Fire Department was called on both occasions to help extract the people. Meany Electric was contacted to come and troubleshoot and after speaking with their estimator, we agreed that the best solution was to contact ComEd and have them put a recording meter on our line to try and diagnose the problem. I then contacted Joy Nardi to get the city's ComEd account number. ComEd agreed to send someone out to diagnose the problem. ComEd sent someone out on Wednesday, November 4, 2009, to check the voltage. The technician didn't find a problem, but agreed to put a recording meter on our line to record any problems. ComEd placed a recorder on our power line on Thursday, November 5, 2009, with the intention of leaving it there for a week.

#### **Finance Committee:**

Mr. Swanson moved, seconded by Ms. High that the October, 2009 bills of \$29,836.59 be approved for payment. Motion carried.

There were three extraordinary payments this month. \$7,560.00 was paid to C. Berger for David Luurstma who was the temporary help that filled in for Jenny Martin who was off on maternity leave. This payment completes what we owe C. Berger. There was also an insurance payment to State Farm for \$8,000.00. This is a once a year charge for liability and catastrophic insurance. The third payment was to Air Comfort for a quarterly charge for maintenance.

Comparative Report: We should be at 50% for this fiscal year and we are at 56%. We have 6 months to make up the 6%. The Building and Fixtures is the biggest overrun.

Per Capita Grant: We have \$20,000.00 on hand. This grant money will be spent on newsletters and databases.

Our bank balance is \$200,000.00. Mr. Davis is to keep the spending down. Replacement of carpeting is off the table for now.

Mr. Swanson moved, seconded by Mr. Murphy to accept the proposed 2010-2011 budget. Motion carried. The proposed budget for next year has a total 1% increase. Mr. Davis stayed at 14.6% materials budget. This is within the state standard. We are required to spend 12% by state standard. The big increase in the budget is a \$10,000.00 telephone expense to replace the current phone system. Also, there is a 3% increase totaling \$14,346.00 for staff salaries. An adjustment was made in the amount that was budgeted for hospitalization. Last year \$145,000.00 was budgeted for hospitalization and we used \$120,000. For the 2010-2011 budget, \$130,000.00 is being budgeted. This still leaves a \$10,000.00 leeway in case there is an increase. Mr. Davis brought the fines and fees in line to what we

are actually collecting. Also, the Per Capita Grant was reduced from \$39,500.00 to \$33,000.00. We received 16% less for the 2010-2011 budget. The proposed 2010-2011 budget will be submitted to City Hall, MLS, and the State Library. The proposed budget goes before the City Council for a vote. City Hall is the only one with a veto power. Mr. Davis will ask City Hall for a 4.9% tax increase. Appropriation for tax increase has to be submitted to Cook County by December 31, 2009.

### **Old Business:**

Last month, October, 2009, a letter was submitted to the Board from Norma Rubio requesting that she be granted permanent status as the Youth Department Librarian. She now has temporary status as the Youth Department Librarian. Mr. Davis did some research and the Board would have to approve a new job description. The only MLS requirement is that we have three MLS on staff and we have five. The job description that is currently written requires a Master Degree in Library Science from an ALA accredited Library School and at least two years supervisory experience. Mr. Davis rewrote the qualifications for the policy. The policy would require a master's degree in library science from an ALA accredited library school with course work or experience in library service to young people and 2 years supervisory experience, OR, an LTA certificate, 10 years experience in library service to young people, and two years supervisory experience. Ms Hill motioned to revise qualifications for the Youth Department Librarian, Ms. High seconded. Motion carried. Norma Rubio is now the permanent Youth Department Librarian.

### **New Business:**

Mr. Davis requested that the library be closed for an in-service day on Friday, December 11, 2009. This is the day picked by zone libraries to meet at the Crete Library at 9:00 a.m. for a meeting on security. All employees are required to attend. Those who are unable to attend must submit a letter to Mr. Davis. The staff will return to the Chicago Height Public Library for departmental meetings in the afternoon. Mr. Murphy moved, seconded by Mr. Swanson to close the Library Friday, December 11, 2009, for an in-service day for the staff. Motion carried.

Mr. Davis requested a motion from the Board for a revised pay scale for staff members. Carolyn Wagner brought it to Mr. Davis' attention that with the last pay raise some of the staff members have bumped up to the top of their salary range. Mr. Davis proposed a new salary scale for the 2010-2011 fiscal year. The new pay scale gives more headroom so the staff can receive their 3% raise. Ms. Hill moved, seconded by Ms. High to accept Mr. Davis' proposal for the new salary scale. Motion carried.

Mr. Davis presented the Annual Certification to the Board which must be filed by December 31, 2009.. The Board must certify that the Library meets the specifications of MLS. Ms. Hill moved, seconded by Mr. Swanson to sign the annual certification. Motion carried.

Mr. Davis asked to Board to approve a resolution to enter into an agreement with MLS for Service Number 2 in which we will pay MLS \$250.00 a year for interlibrary loan billings.

As part of the new MLS Plan of Service, MLS Reciprocal Borrowing will become a fee-base service as of January 1, 2010. Mr. Swanson moved, seconded by Mr. Murphy to adopt the resolution. Motion carried.

### **Library Committee:**

Mrs. Hill spoke to the Board about a memorial for Ms. Paul. She would like to have an open house in

the spring inviting family members and friends of Ms. Paul. Mrs. Hill went to the Union Street Gallery and spoke with an artist about having a sketch done in Ms. Pauls' memory. She said that they are very expensive and she was open other ideas such as a statue in Ms. Pauls' memory.

**Adjournment:**

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

The next Board of Trustees Meeting will be held on December 10, 2009 at 6:30 p.m.