

**Chicago Heights Public Library  
Board of Trustee Minutes  
September 11, 2008**

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

The Board welcomed a new member, David Alston, who was introduced by Mr. Murphy.

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

**Members Absent:**

**Also Present:** Mr. Mike Davis, Margie Dal Santo, and Nancy Castellanos

Ms. High moved, seconded by Mr. Swanson that the minutes of August 14, 2008 be approved as circulated. Motion carried.

**Librarian's Report:**

The use of materials for young people was 1,252. This is an increase of 8% over last year. The use of materials for adults was 3,266. This is an increase of less than one percent over last year. Total circulation was 5,261. This is a decrease of less than one percent over last year. The total materials owned are 129,288. The total cardholders are 9,298. The public access computers were used on 2,894 occasions. This is an increase of 14% over last year. Website visitors were 1,543. This is a 331% increase over last year. There were 56 people who took advantage of the wireless internet. This is a 216% decrease over last year.

The Youth Department sponsored 12 programs that attracted 214 young people.

8 volunteers worked 147 hours.

There were 9 publicity articles. There were 5 newspaper articles, 4 photos, and 4 cable spots.

The meeting rooms were used on 41 occasions.

There was one security incident on August 18, 2008. Officer Serrato arrested a juvenile, Michael Billups, for stealing a newspaper holder from the newspaper racks. Officer Serrato informs me that the juvenile is a known gang member. I have banned him for the library for one month.

The open Adult Reference Librarian position was posted to the MLS job board and the LISjobs.com. We received over 25 resumes for the position. I selected 3 candidates to interview. I will introduce the Reference Librarian candidate under the Library Committee report. Replies to the rest of the applicants have been mailed. The hiring process and helping at the Reference Desk took a good deal of my time this past month.

Christine Rogers left the Circulation Department, so we advertised for a part-time clerk. Jenny has hired Virginia Scanlan to take the place of Christine. Also, after sending Gail Pokrajac to the

Technical Processing Department to clear her from working under her sister, Jenny, the Circulation Department needed to make up some hours lost by the move. I restored the part-time clerks from 13 to 15 hours to make up for the lost time. There should be adequate money in the budget for this small increase, which works out to about \$2,000.00 additional per year. Clerks from the Youth Department will help out at the circulation desk answering phones when staffing gets thin.

Comcast was contacted about running an additional Internet connection to the library. The contract is signed for the additional connection; we are just waiting for the installation. The additional cost is \$59.00 per month. Since we canceled the maintenance contract with Avaya on our phone system, there is additional money in the telephone budget to cover the cost of the hookup.

The library booth at Summerfest was a success. We didn't keep a count of the people stopping by, but there was a long line in the afternoon and evening for children's face painting and crafts. We also gave away old romance paperbacks that aren't selling in the booksale with some success. We tried to sign up people for the library cards, with limited success. Finally, there were flyers for the programs available at the booth. Norma and Maria deserve credit for the good attendance at the booth. They were the ones who planned the activities and manned the booth the entire weekend.

I emailed some details of the Gateways to Information program to Angela Caputo at the SouthtownStar as an idea for an article on the library on August 28, 2008. I have yet to hear back from her.

The elevator repair contract was signed and faxed to Colley Elevator on August 26, 2008 to refurbish the elevator car up to current standards for \$5,260.00 We are awaiting their response as to when the work will be scheduled.

A large banner advertising the DVD's is awaiting the laminator to be fixed.

As a note: I will be out of the building September 24, 2008 through September 26, 2008 attending the ILA conference down at Navy Pier. Carolyn will also be on vacation that week. Jenny will be in charge, with Norma as a backup during the period.

### **Building Committee Report:**

Coleman Roofing came out Thursday, August 21, 2008 and inspected our roof. Ted Skalka is of the opinion that the roof has a couple of years life left in it. He stated that it looks in pretty good condition for its age. His only recommendation was to caulk around the edges so wind driven rain couldn't blow up under the flashing. At the same time as this I called our insurance broker, Rick Schwab, to place a claim on the recent roof damage, and to have the insurance adjuster give us an opinion on the roof. The adjuster came out on Tuesday, September 9, 2008. He indicates that the roof has some hail damage and they accepted our claim. The insurance adjusters came out today, September 11, 2008, and found 30-35 spots on the roof that were damaged by hail. The insurance will pick up the bill after our \$1,000.00 is met.

The evening of September 4, 2008, we had another 6 leaks in the roof, 4 in the Youth Department and 2 in the Adult Department. One of the leaks in the Youth Department dripped on a computer monitor, destroying it. After this, Robert went up on the roof and found 19 possible repairs needed. At this point, I decided to go ahead with the RFP, as the roof has leaked during the past four rainstorms. I am now awaiting specifications from City Projects & Services on the Police Department's roof, so that the specifications may be incorporated into our RFP.

Mr. Davis signed the elevator repair contract that was approved by the Board at the August 14, 2008 meeting to have Colley Elevator refurbish the elevator car up to current standards for \$5,260.00 on August 26, 2008.

#### **Finance Committee:**

Mr. Swanson moved, seconded by Mr. Pavesich that the August, 2008 bills of \$31,892.01 be approved for payment. Motion carried.

#### **Library Committee:**

Every fall the Library has to give MLS a list of all the days we are closed. The Board approved the 2009 calendar submitted by Mr. Davis listing the dates that we will be closed for the entire day during 2009.

Mr. Murphy moved, seconded by Mr. Pavesich to accept Nancy Castellanos as our new Reference Librarian with a starting salary of \$33,000.00 a year. She will start September 16, 2008. Motion carried. She is a graduate of the University of Illinois with a Bachelor's Degree in History and a Master's Degree in Library Science.

Mrs. Hill gave a presentation to the Rotary Club on the Gateways to Information Program on Thursday, September 11, 2008. In June, 2008 the Rotary Club gave a donation of \$500.00 to the Gateways to Information Program for the purchase of books to be given out to each student attending this program. She showed the Rotary Club samples of the books that she was able to purchase for under \$2.00 each. The Gateways to Information Program also received a donation of \$125.00 from Mrs. Hill's niece, Jackie Hill. The Board approved \$1,000.00 from the per Capita Grant for the Gateways to Information program. In two years the Gateways to Information Program was attended by approximately 1,500 students from 80 classrooms.

#### **New Business:**

Mrs. Hill moved, seconded by Ms. High to approve the per Capita Grant application as submitted to the Board stating that we have completed all the requirements set by the State Library Board. Motion carried.

Mr. Murphy moved, seconded by Mr. Faso to re-elect the officers for another year. Motion carried.

There were two changes in the Board Members' Committee Assignments. Mr. Joe Faso moved from the Building Committee to the Finance Committee and the new board member, David Alston, was appointed to the Building committee.

President Booth adjourned the meeting at 7:50 p.m.

The next Board of Trustee meeting will be held October 9, 2008 at 6:30 p.m.