

**Chicago Heights Public Library  
Board of Trustees Meeting Minutes  
February 12, 2009**

Lacking a quorum, at 6:35 p.m. President Booth asked Administrative Librarian Michael Davis to read the Librarian's Report. David Alston, Robert Booth, Vicki High and Douglas Swanson were present.

The meeting was officially called to order at 6:41 p.m. when Joseph Faso arrived.

**Members Present:** David Alston, Robert Booth, Joseph Faso, Vicki High and Douglas Swanson.

**Members absent:** Donna Hill, John Murphy and Sam Pavesich.

**Librarian's Report:**

The use of materials for young people as down 18 percent from last year, or 1, 240 items

The use of materials for adults was up 17 percent from last year, or 3,716 items

Total circulation was 8 percent from last year, 11, 350 items.

The library owns 129,802 items

There are 9,872 cardholders.

Computer use was up 3,448 or 24 percent from last year.

Website visitors went up 1,685 or 2867 percent from last year.

Wireless Internet users was down 67, or 6 percent from last year.

The Youth Department hosted 24 programs with a total of 615 attending.

Six people volunteered 29 hours.

Library publicity included 11 news items and 5 cable spots.

Fifty-eight groups used the library's meeting rooms.

**Security incidents:**

Michael LaFond was banned for 30 days on the recommendation of Mr. Cordes for an incident that occurred on Friday, Jan. 16. He was found in the staff lounge by staff members without permission. Someone on staff had accidentally left the door unlocked. He gave Youth Department Clerk Maria Kelly several different excuses for being in the staff room. Officer Cordes felt that his actions required some action. Mr. Davis said he believes that is sufficient time to be banned.

On Thursday, Jan. 22, a young woman attempted to break a young man's guitar in the north foyer. Officer Stacy was right there and restrained the girl for a few minutes while she calmed down. He then released her. He did not take her name. Mr. Davis said another officer would have likely arrested her.

On Thursday, Feb. 5, Christopher Ball was arrested for Disorderly Conduct and Resisting Arrested. He was involved with Officer Long in a scuffle while attempting to get him to leave the building after finding him asleep. Because of the violent encounter, Officer Long and Mr. Davis request that he be banned from the library permanently. They were actually wrestling on the floor in the North foyer when Ball was being handcuffed. Davis asked the board take action on the matter and ban Ball permanently.

On Jan.15, Mr. Davis spoke with City Treasurer Joy Nardi about the 2008-2009 levy. She said the library was granted the 4.9 percent increase, for a total of \$1,040,297. The figures are attached.

On Jan. 21, Jessica Augustson was hired as a Reference Librarian. She will begin on Tuesday, Feb. 17. She

met with the Library Committee on Wednesday, Jan. 21, for an interview. There were 13 applicants for the job which was posted for 1 week. She will be presented to the board at its next meeting.

The Friends of the Library had its general meeting on Monday, Jan. 12. The previous officers were reelected. They are President Cheryl Ziering, Secretary Jim Murray, Treasurer Douglas Swanson and board member at large Aracely Hernandez. It was decided at the meeting to donate \$300 to the Gateways of Information program run by Miss Hill. Other projects were discussed, such as donating flowers to the library to be planted by children, but nothing was decided.

On Jan. 15, Zones 8 & 9 Directors met here for their monthly meeting. We discussed emergency closing procedures, changes to SWAN, had a presentation of I-MET (a financial investment opportunity like Illinois Funds) and the upcoming legislative session. Mr. Davis will be attending the annual Library Legislative Day scheduled for April 23. This is an opportunity to discuss with local legislators the needs of both our library and libraries in general.

On Friday, Jan. 24, Mr. Davis read stories to a third and fifth grade class at Serena Hills School.

On Presidents' Day, Monday, Feb. 16, there is a Library Legislators Breakfast at the Metropolitan Library System. This is an opportunity for elected officials to network with librarians and others in the library field. It is also an opportunity to thank the politicians for their work on behalf of libraries. If anyone would like to attend, please let Micheal Davis know. A continental breakfast will be served. Mr. Davis will not attend because he will be at the April 23 Library Legislative Day.

Trustee Joseph Faso arrived at 6:41 p.m. and the meeting was officially called to order.

On Friday, Jan. 23, Matt Fares and Mr. Davis talked about funding a new roof through a capital campaign. He asked for an estimate for the cost of the new roof, which is estimated at \$100,000. Fares and the Mayor are looking for capital projects to fund.

Trustee Faso said he made the suggestion that it be part of the proposed Stimulus Package.

On Friday, Jan. 23, Mr. Davis met with Kirsta Kahle and Jeromie Winson, planners hired by the city for developing the new downtown area. They were generally looking for ideas on how the new downtown should look and feel once it is developed.

Upon the review of the library's circulation policy, it was found that \$1 should be charged for non instructional videos. Movies in the adult collections are now charged \$1 per week, just like children's DVDs.

On Wednesday, Jan. 28, Mr. Davis met with Prairie State College VP for Community and Economic Development Terri Wingree and Director of Adult Education Kim Kunce. They introduced Mr. Davis to head librarian Gerald Mackay and gave him a tour of the library, the Adult Education Center and the Employment Resources Center. They talked about the library and the GED program which meets here. They were looking to see if the library was satisfied with the agreement, which it is. Mr. Davis also brought home fliers for their Employment Resource Center, which helps unemployable people with computer training, resume instruction and job search skills, for which our patrons have a great need.

Prairie State runs the free GED program. Two sets of classes run on Tuesday and Thursday. A general class meets in the mornings and a Spanish language class meets in the evenings. They don't cause any problems. It's a good way to help give back to the community, Mr. Davis said.

The Metropolitan Library System is closing its Interlibrary Loan services. This will affect loans from out-of-

state. The library will now be required to use OCLC, a computer ILL service, to get materials from out-of-state. There will be charges for using OCLC, as well as staff time and training needed to make these changes and postage. The library may want to look at its circulation fees, to see if we will need to charge for out-of-state materials. Mr. Davis is researching the costs to the library and will bring the matter to the board at our March meeting. For now the service will continue until April 15. A letter of protest from 12 local libraries is sent to the MLS Director and Board. Mr. Davis has put his name on the letters as there was no input from libraries about the change and little time to learn the procedures needed to implement out-of-state loaning of materials. About 15 to 20 items are requested per year. There has been no response from the executive director yet, but at least she knows the libraries are not pleased with the decision.

The library is teaming up with the Steger-South Chicago Heights Library to apply for an LSTA grant from the State Library. The grant, if funded, would involve children from Grant Elementary School learning how books are made. Through the Tall Grass Arts Association, the kids would make their own books -- from the paper on up. There would also be funds for purchasing biographies and autobiographies for the Youth Department. If funded, these activities would occur January through May 2010.

The board discussed the security incidents in the library.

Mr. Faso wanted to know Christopher Ball's age. He is 18.

Ms. High had a problem with banning an 18-year-old for life. He said a year would give him a year to mature.

Mr. Swanson wanted to know about an appeal process for someone who is banned for life. Mr. Davis said possibly, but didn't see a permanent ban as being a final stamp.

Ms. High moved that Christopher Ball be banned for a year and after the year reconsider it.

Mr. Faso seconded the motion and said if he doesn't come back and cause problems in a year, he could be allowed back.

The motion was carried and Christopher Ball be banned for one year.

## **Building Committee:**

On Monday, Jan. 26, the library had another pipe freeze. This time it was above the upstairs maintenance closet. As Robert was over an hour away, Mr. Davis called Able Plumbing to come fix the leak. They arrived quickly and were able to fix the problem in short order. The shutoff valve froze and split open. Fortunately, there was no damage to the phone system, which is in the area of the leak. Robert later found that the insulation above the room in the ceiling had fallen, so that outside air was streaming into the space above the dropped ceiling. He fixed the problem with plastic sheeting, for now. Able charged the library about \$400.

On Friday, Jan. 20, the motor to the air handler blower for the Youth Department went out. The motor was covered under warrant and was replaced on Wednesday, Feb. 4.

## **Finance Committee:**

\$25,083. 76 in bills were presented in bills to the library. Mr. Swanson said the biggest bill was \$4,075 to Air Comfort, which is for the maintenance contract.

Mr. Swanson moved and Mr. Faso seconded that the bills be paid as presented.

The motion was carried.

Year-to-date the library has spend \$692,000 and \$385,000 is expected to spend, Mr. Swanson said.

Mr. Booth said the library has been prudent in its spending.

Mr. Swanson said there was nothing extraordinary in the Per Capita Grant report.

## **Library Committee:**

Mr. Booth said he has always been a fan of the card catalog.

Mr. Davis said he did a survey of 13 libraries and got 11 answers back -- all but two no longer have a card catalog which is no longer maintained.

Mr. Booth wanted to know how expensive it was to maintain.

Mr. Davis said it does take a lot of staff time to maintain. It is maintained at the reference desk and in the tech services department which prepares the cards. The reference desk is backlogged in filing at this point.

The card catalog doesn't tell you if something is on shelf or checked out. Most everybody else has given it up at this point.

Mr. Swanson said he was old fashioned and also liked the card catalog.

The computer online catalog is available, if it cannot be used a reference librarian can help. Mr. Davis said about 2 or 3 people use the card catalog per day, as opposed to 10 or 15 for the online catalog.

Mr. Davis said the birth index from the newspaper is also stored in the card catalog and the furniture will still have to stay in the library. He said it may cost about \$2,000 to \$3,000 per year in materials and staff time per year.

Mr. Booth asked if the card catalog was obsolete. Mr. Davis said yes.

The catalog will remain for a year without being maintained until a decision is made on what to do with the furniture.

Mr. Booth recommended putting up a sign saying the catalog will not be maintained.

"It's time for the board to say for the administrative librarian to do what's best," Mr. Booth said.

"I didn't want to do anything without consultation," Mr. Davis said.

## **New Business:**

## **Old Business:**

The board chose to table the executive session to discuss personnel matters until other board members were present.

Mr. Swanson moved and Ms. High seconded to accept the minutes for the last meeting. The motion was carried.

**Adjournment:**

The meeting was adjourned at 7:15 p.m.

the next regular board meeting is March 12, 2009.