

Chicago Heights Public Library
Board of trustees Minutes
January 14, 2010

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

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

Also Present: Mr. Michael Davis, Ms. Margie Dal Santo, and Ms. Kelley Nichols

Members Absent: none

Ms. Lori Wilcox, a newly appointed Board member, was introduced to the Board.

Mr. Murphy moved, seconded by Mr. Faso that the minutes of December 10, 2009 be approved as circulated. Motion carried.

Librarian's Report:

The use of materials for young people was 901. This is a decrease of 27% over last year. The use of materials for adults was 3,837. This is an increase of 17% over last year. The grand total circulation was 9,112. This is a decrease of 20% over last year. The total materials owned are 131,687. The total cardholders are 10,655. The public access computers were used on 2,544 occasions. This is a decrease of 42% over last year. Our website was accessed on 2,019 occasions. This is an increase of 53% over last year. There were 95 patrons who took advantage of our wireless Internet. This is an increase of 18% over last year.

The Adult and Youth Departments sponsored 23 programs that attracted 375 people.

2 volunteers worked 30.5 hours.

14 publicity articles appeared during the month of December, 2009. 7 publicity articles appeared in the newspaper and 7 publicity articles appeared on cable TV.

Meeting rooms were used on 95 occasions.

There was one security incident on Wednesday, December 23, 2009. Mr. John Nowak attempted to talk to Amita Lonial, Reference Librarian, for which he was asked to leave, as he has been previously asked not to talk to her. In response to this, I have given Mr. Nowak a 30 day ban from using the library. I have sent a letter to Mr. Nowak informing him of the ban. Mr. Faso moved, seconded by Mr. Murphy to ban Mr. Nowak from the library for six months beginning January 14, 2010 and ending on July 14, 2010. If Mr. Nowak is on library property during the time of the ban, he is to be arrested for Criminal Trespass to Property. Motion carried.

The annual in-service day was held on Friday, December 11, 2009, with 15 employees out of 21 attending. Those who did not attend were excused due to other jobs or classes.

The morning session took place at the Flossmoor Library. The topic of the morning session was library security presented by Mr. Paul Timm of RETA Security. This seminar gave me lots of ideas on how we can be more prepared for emergencies, which I will be working on over the next few months. Staff then returned for lunch, provided by me, and then we had a safety tour of the building, pointing out fire alarms, fire extinguishers, and procedures for evacuating the building in case of fire or tornado. After this, staff broke into department meetings, which I visited and suggested areas of improvement in customer service.

Statistics are down quite a bit over December, 2008. This is probably a combination of the cold weather in December, 2009, fewer children's programs for the month, and the tightening of the Internet procedures. Staff are requiring a library card to use the computers, and requiring people without a card to register for one. Previous to this change, a very high percentage of users were guest passes (no library card). This was causing friction with cardholders, who were upset with the long wait for using a computer. Also, 19% of the computers were down. We had four computers out of service.

I am getting ready to send out the invitation for the Friends of the Library annual meeting. It will be during the last week of January, 2010. If you know of anyone who would like to be an active officer for the Friends of the Library, please ask them to attend. I would like to see the Friends of the Library have monthly meetings.

The Executive Director of MLS, Alice Calabrese-Berry, has announced her retirement, effective October 31, 2010. "The benefit of such advanced notice is that the Board of Directors (of MLS) has the chance to evaluate its options in terms of the future structure of the organization. To that end, a committee is being formed to explore all possibilities. This committee will be chaired by Marilyn Boria, MLS Board Member and Director of the Elmhurst Public Library. The committee will consist of representatives from the MLS Board, members, and staff."

This change comes at a time when it has been announced the MLS has yet to receive any money from the State, and is looking at a Tax Anticipation Warrant to carry it through until it receives money from the State. Ms. Calabrese-Berry has announced that MLS currently has funds to keep it operational until the end of March, 2010. The State Library, in a conference call to all systems, stated that MLS should receive its first payment of money from the State in late January, 2010. There has already been talk of making a contingency plan to separate SWAN from MLS, if necessary. If SWAN were separated, it would drive our costs up. SWAN and delivery are two critical functions that we require to keep our library from having reductions to service.

Building Report:

Monday, December 14, 2009, the elevator door closed on a cart being pushed by Carolyn. The door sensor didn't detect the cart or later Linda Lopez's hand. We put the elevator out of order. Colley Elevator came out on December 16, 2009, to diagnose the problem. They still claim that it is a power problem to the elevator that is causing the problems.

They took out the voltage monitor so the system won't shut down when voltage drops. After the voltage monitor was taken out, the elevator failed again on December 18, 2009. On Monday, December 21, 2009, I started running tests on the elevator to try and reproduce the problem. After getting the problem to reoccur 5 times, I called Colley Elevator, who sent out a repairman that day. The repairman now believes the door operator goes over the top and needs to be blocked to prevent the problem from happening. The door operator needs to be bent downward so that it triggers the sensor. He has ordered parts to correct the problem. They also presented us with a list of other upgrades that need to be made to keep the system running. The 2 proposals are attached to the packet. I am suggesting we hold off on the other repairs until the problem with the door is corrected, as it is my view that the proposals were an attempt to fix the problem without a correct diagnosis of the problem.

CJ Erickson Plumbing came out and repaired the final southwest downspout on Wednesday, December 16, 2009. There were no problems with the installation of new pipes.

Finance Committee:

Mr. Swanson moved, seconded by Ms. High that the December, 2009 bills of \$13,119.73 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses were \$747,835.10. The total of unspent money is \$339,243.00. We should be at 66% for the fiscal year and we are at 69%. We are over budget by 3%.

Per Capita Grant: The balance on hand for the Per Capita Grant is \$12,014.36.

Library Committee:

Two new laws were presented to the Board. As of January 1, 2010 the Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as a Freedom of Information Act Officer (FOIA Officer). The FOIA Officer shall receive requests for records, ensure that the public body responds to the requests in a timely fashion, and issue responses under FOIA. The FOIA Offices also shall develop a list of documents or categories of records that the public body shall immediately disclose upon request. (5 ILCS 140/3.5(a)) Mr. Faso moved, seconded by Mrs. Hill designated Mr. Davis to act as the new FOIA Officer. Motion carried.

The second law presented to the Board was the Open Meetings Act Designee. As of January 1, 2010, the Open Meetings Act (OMA) requires that all public bodies designate employees, officer or members to receive training on compliance with this law. Each public body must submit the list of designated persons (person) to the Public Access Counselor. Mr. Faso moved, seconded by Mr. Alston to appoint Mr. Davis as the designee for the Open Meetings Act. Motion carried.

Mayor Alex Lopez and the City Council voted on December 14, 2009 in favor of including Columbus Day, Veterans Day, Christmas Eve, and New Year's Eve as observed paid full-day holidays. Mr. Davis asked the Board to approve these four holidays for all library staff. The Board asked Mr. Davis to bring a revised policy to the February 11, 2010 meeting for approval.

The Administrative Librarian's Annual Performance Review is due. The Board was given an evaluation form to take home to review for the next meeting.

Old Business:

Mrs. Hill gave a presentation on how the plans were coming along for Ms. Paul's Memorial. They are planning an open house in June, 2010. The Board wants to know exactly how much money they have to work with at the February 11, 2010 meeting. The Board will also appoint a committee to work on this project at the February 11, 2010 meeting.

New Business:

President Booth adjourned the meeting at 7:40 p.m.

The next Board of Trustees meeting will be held February 11, 2010 at 6:30 p.m.