

**Chicago Heights Public Library
Board of Trustees Meeting Minutes
July 9, 2009**

Mr. Booth called the meeting to order at 6:32 p.m.

Members present: David Alston, Robert Booth, Joseph Faso, John Murphy and Douglas Swanson.

Members absent: Vicki High, Donna Hill and Sam Pavesich

Mr. Murphy made and Mr. Swanson seconded the motion to approve the minutes. The motion was carried.

Librarian's Report:

Reference Librarian Lynda Schoop, who was hired on June 26 to replace Jessica Augustson, was introduced to the board. Her first day was on July 1.

Ms. Schoop has a Masters in Library Science and a law degree. She previously worked as an attorney. She said she is learning the job and is seeking to move into the city as required. She is in charge of programming.

Mr. Faso said he was very impressed with her qualifications.

Twenty people applied for the job during the two weeks Mr. Davis posted the opening. He conducted two interviews, but said Ms. Schoop was the superior applicant and the ad was taken down as soon as he interviewed her.

The use of materials for young people was 2,486, up 31 percent over last year.

The use of materials for adults was 4,627, up 43 percent over last year.

Grand total circulation was 13,287, up 32 percent over last year.

Total materials owned: 131,446.

Total cardholders: 10,247.

The use of computers was 3,447, up 28 percent over last year.

Website visitors were 1,905, up 76 percent over last year

Wireless Internet users were 59 down or 41 percent less than last year.

Youth Department programs were 33.

Youth Department program attendance was 620.

Five volunteers worked 36 hours.

Publicity included seven newspaper articles and seven cable TV spots.

Meeting rooms were used 63 times.

There were no security incidents to report.

PC Reservation and the LPT1 print control software were installed on the public Windows PCs on June 17. The installations required the computers to be down the entire day and were up the next day. There have been few glitches, but the staff has called the vendor, TBS, who sorted out the problem. Staff is now adjusting to the new workflow. This should reduce the workload at the reference desk as patrons can now walk up to the open computers and sign themselves in with a library card without staff interaction.

Mr. Davis reported that The Mayor's office requested the library's photographs of the city's previous mayors. He said that in order to comply with the request he has offered to compensate former Librarian Barbara Paul to look through the library's picture archives to see if she could

identify any of the previous mayors. She is the only person in the community who could possibly find the photos, as most are not identified

The Summer Reading program is proceeding nicely, with more than 140 children registered and more than 65 actively reading.

City Treasurer Joy Nardi replied to Mr. Davis' request for information on the insurance of the library's accounts. He said the accounts are fully insured. She said, "Mike, yes yours and all of our accounts are insured fully. Prior to this banking mess, Old Second pledged securities to insure our money, however with some of the new regulations they have changed and are part of the FDIC 'Transaction Account Guarantee Program' (TGAP) it is fully insured as long as the NOW account earns less than .5 percent which has been the case in the past six months. This program is only through the end of this year (Dec. 31, 2009) and then those accounts will be insured by pledging securities."

Mr. Davis said banking accounts up to \$250,000 are usually insured.

Building Committee Report

On June 24, Meany Electrical and ComEd were at the library at 6 a.m. to shut off power to the building and install a new main breaker. The work was complete by 8 a.m. and there was no need to close the building. There were no complications.

The cost was \$5,500.

Also on June 24, Firestone the roof building material manufacturer sent a representative to inspect the roof as part of the 15-year warranty. The representative inspected the roof and found one defect which was corrected on the spot. The roof now has a 15-year warranty.

Mr. Davis said the phone system is showing signs of dying. He said he's had to change two extensions after the power was out for the breaker installation. He said there are no more extensions to swap. He said he would budget to replace the phone system, which was installed in 1989, for the next fiscal year. In the interim two of the three modules with bad extensions will be replaced. He said there are desks that need phones, but do not have it. The cost of replacing the two modules will cost \$888.00.

Mr. Davis said cost of a new phone system could be around \$10,000. He said he would like to plan to replace it next year, as the current phone system should keep going for another year.

During the first week of July, the toilets in the Children's Department stopped up several times. After Robert couldn't get the pipes rodded, Reid and Pederson (plumbers) were called to come and rod the line. While rodding the line they broke the toilet in the boys room and couldn't get the flush valve to work properly after reinstallation. They replaced both.

A cost to the library has not been determined, Mr. Davis said.

Finance Committee

Mr. Swanson presented the library bills totaling \$16,316.44.

He said the final holdback on the roof and replacement of the main breaker will be in the next month's bills.

He stated that most of the real estate taxes have been paid, but who knew if people are going to pay their taxes in the fall.

Mr. Davis said he spoke with someone from the state librarian's office that said the library should not count on next year's Per Capita Grant. The library may be out \$39,000 he said.

Mr. Faso inquired where the library was on getting the rebate for paying for a building permit. Mr. Davis said the matter was forwarded to the city's attorney.

Mr. Swanson made and Mr. Murphy seconded the motion to pay the bills. The motion was carried.

Library Committee

Mr. Davis presented blood borne pathogens and immigration hiring policy to the board. He said the library already follows the rules, but does not have a policy in place to comp with the law.

Mr. Murphy made and Mr. Faso seconded the motion to accept the policy on blood borne pathogens. The motion was carried.

Mr. Swanson made and Mr. Murphy seconded the motion to accept a policy to comply with federal immigration laws. The motion was carried.

New Business

Mr. Davis reported that as part of the Per Capita Grant, the board is required to review the Administrative Ready Reference.

After reviewing the Administrative Ready Reference, no action was taken, however Mr. Davis said the board would review more policies in the future.

The meeting was adjourned at 7:24 p.m.

The next board meeting is at 6:30 p.m. August 13.