

**Chicago Heights Public Library
Board of Trustees Minutes
July 8, 2010**

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

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

Also Present: Mr. Michael Davis, Ms. Margie Dal Santo, Mr. Kyle Craig, and Ms. Jaime Paicely

Members Absent: Mr. David Alston and Mrs. Donna Hill

Mr. Faso moved, seconded by Ms. High to approve the minutes of June 10, 2010. Motion carried.

Librarian's Report:

The use of materials for young people was 2,059. This is an 18% decrease over last year. The use of materials for adults was 4,431. This is a 5% decrease over last year. The grand total circulation was 11,867. This is a 12% decrease over last year. The total materials owned are 129,102. The total cardholders are 11,457. The public access computers were used on 2,404 occasions. This is a 30% decrease over last year. Our website was accessed on 2,569 occasions. This is a 34% increase over last year. There were 142 patrons who took advantage of our wireless Internet. This is a 240% increase over last year.

The Adult and Youth Departments sponsored 51 programs that attracted 801 people.

6 volunteers worked 121.5 hours.

9 publicity articles appeared during the month of June 2010. 3 publicity articles appeared in the newspaper and 6 publicity articles appeared on cable TV.

The meeting rooms were used on 89 occasions.

There were two security incidents, both while I was on vacation. In the first incident, an autistic child attacked another child in the Children's Department. This occurred on June 17, 2010. I banned the youth for 30 days when I came back. Sally Hernandez, who was working the department at the time witnessed the attack, contacted DCFS as is required by law, due to her also working at SPEED. Due to the lack of supervision by the child's mother, I am asking the Board to ban the youth until we get some assurance, either from a social worker, or a child psychologist that this will not happen again. Mr. Faso moved, seconded by Ms. Wilcox to ban the child from the library until a social worker or a child psychologist provides some assurance that this will not happen again. Motion carried.

On June 16, 2010, at about 4 p.m., a patron became belligerent with Amita at the Reference Desk when she refused to let him on the computers. He did not have a valid library card, as required by policy. Later, the patron called back and told Amita that what she had done was rude and racist and that he planned to take legal action. He then said "Be very safe getting home tonight" and hung up the phone. She filed a police report on the incident. We do not have the patron's name, however. Later on June 21, 2010, I had a meeting with Jenny and Amita to discuss how to try and avoid these types of situations, but no consensus was made.

I interviewed an additional 3 candidates for the Reference Librarian position that is open. I have selected 2 candidates for you to meet. One of these candidates will start as soon as possible, and I hope to have the second candidate start in August 2010, with your approval. This early start will allow both of them to be trained by Amita and Jenny before Amita leaves us in September. We have enough money in the budget to support the 1 extra month of training. The Board was introduced to Ms. Jamie Paicely and Mr. Kyle Craig, the two candidates for Reference Librarian. Mr. Faso moved, seconded by Mr. Murphy to proceed with the hiring of the two Reference Librarians. Motion carried. Mr. Kyle Craig will start working July 26, 2010 and Ms. Jaime Paicely will start working August 2, 2010.

The Summer Reading Program is running nicely with a total enrollment of 176 children. This compares with 148 children enrolled last year. This is an increase of 19%.

I discussed getting the Library a low limit credit card with Joy Nardi on June 29, 2010. She indicated that it wouldn't be a problem.

We have received 4 summer workers, 2 from CEDA and 2 from Prairie State College. They will be working in Adult and Children's Departments with odd jobs. They can work through September 30, 2010. They are paid by their respective agencies.

Building Committee:

The new carpet and tile has been ordered. They will be installed in two phases, due to the different arrival times of the materials. The tile will be installed in a few weeks. The carpet will take longer to install, as there is a back order on the carpet we have selected. It will be 6 to 8 weeks before the carpet is available, according to the manufacturer. Any of the bidders would have had the same problem, as we specified the manufacturer.

Finance Committee:

Mr. Swanson moved, seconded by Mr. Faso that the June 2010 bills of \$25,289.54 be approved for payment as presented. Motion carried.

Comparative Financial Report: We are in the second month of the fiscal year 2010/2011 and are at 12%. We are under budget by 4%.

Library Committee:

Old Business:

Mr. Murphy moved, seconded by Mr. Swanson to adopt verbatim the resolution providing for the execution of an intergovernmental agreement establishing the System Wide Automated Network (SWAN) and authorizing membership in SWAN. Motion carried.

The resolution was adopted July 8, 2010 by the Board of Trustees pursuant to a roll call vote as follows:

AYES: Mr. Booth, Ms. High, Ms. Wilcox, Mr. Swanson, Mr. Faso, and Mr. Murphy

NAYS: 0

ABSENT: Mrs. Hill and Mr. Alston

Ms. High moved, seconded by Ms. Wilcox to accept the resolution concurring the recommendation of Metropolitan Library System to repeal the existing System Wide Automation Network full participation agreement. Motion carried.

The resolution was adopted July 8, 2010 by the Board of Trustees pursuant to a roll call vote as follows:

AYES: Mr. Booth, Ms. High, Ms. Wilcox, Mr. Swanson, Mr. Faso, and Mr. Murphy

NAYS: 0

ABSENT: Mrs. Hill and Mr. Alston

New Business:

President Booth adjourned the meeting at 7:35 p.m.

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

