

**Chicago Heights Public Library
Board of Trustees Minutes
June 10, 2010**

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

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

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

Members Absent:

Mr. Faso moved, seconded by Ms High to approve the minutes of May 13, 2010.

Librarian's Report:

The use of materials for young people was 1,349. This is a decrease of 17% over last year. The use of materials for adults was 3,870. This is an increase of 7% over last year. The grand total circulation was 9,459. This is a decrease of 8% over last year. The total materials owned are 130,789. The total cardholders are 11,331. The public access computers were used on 2,282 occasions. This is a 54% decrease over last year. Our website was accessed on 1,868 occasions. This is a 27% increase over last year. There were 140 patrons who took advantage of our wireless Internet. This is a 280% increase over last year.

The Adult and Youth Departments sponsored 23 programs that attracted 559 people.

5 volunteers worked 69.75 hours.

4 publicity articles appeared during the month of May, 2010. 4 articles appeared in the newspaper along with 5 photographs and 7 articles appeared on cable TV.

The meeting rooms were used on 62 occasions.

There was one security incident. A patron was banned from using the computers for one year for viewing inappropriate material, per policy.

We had a call from the Illinois Department of Revenue on May 18, 2010. They were researching the Personal Property Tax issue. They called to verify some information. On May 19, 2010 they sent a letter with the calculation form for the tax, but the Department of Revenue doesn't keep the record of the ratio needed to calculate the tax. They suggested we contact the County Clerk or Treasurer.

Lynda Schoop, Reference Librarian, tendered her resignation on May 20, 2010, effective June 5, 2010. After consulting with Mr. Booth and Mr. Swanson, I posted the job on May 20, 2010. We received 16 resumes by June 1, 2010. I interviewed 3 candidates, 2

of which later turned down the position. The third candidate would not have fit in well with our community. I will continue interviewing after I return from vacation.

Most of the new computers ordered in May, 2010 are installed. The monitor for displaying our programs is awaiting the delivery of feet, which were not included with the monitor. Four computers are out of service at the moment. Three of these are down because the old wireless access cards would not work with the new version of Windows installed on these computers. As we are reconfiguring the arrangement of the public computers after the new carpet installation, which will not require wireless cards, we are leaving the computers out of order until we can rearrange the room. This should only be 2 or 3 weeks.

The Summer Reading Program is up and running. We currently have 128 enrolled in the program as of Tuesday, June 8, 2010.

I will be on vacation from Monday, June 14, 2010 to Friday, June 18, 2010. I will be checking my email as much as possible while I'm gone, and will have my cell phone with me in case of an emergency.

Building Committee:

Three bids for carpet replacement were received. The first bid opened at the Board meeting was from Peko Flooring of Palatine, Illinois. The bid for phase 1 was \$29,575.00. The bid for phase 2 was for \$47,689.00.

The second bid was from Style Carpets of Oak Forest, Illinois. The bid for phase 1 was \$21,183.00. The bid for phase 2 was \$35,129.00

The third bid was from Tiles in Style of Naperville, Illinois. The bid for phase 1 was \$21,052.00. The bid for phase 2 was for \$33,878.00

Mr. Davis has 30 days (which will be before the next Board of Trustees meeting on July 8, 2010) to accept a bid. Mr. Davis will either call a special Board of Trustees meeting or do a phone meeting.

Mr. Murphy moved, seconded by Mrs. Hill for Mr. Davis to accept bids and to bring up again at the next meeting. Motion carried.

Finance Committee:

Ms. High moved, seconded by Mr. Faso that the May, 2010 bills in the amount of \$19,440.31 be approved for payment as presented. Motion carried.

Comparative Report: We spent the balance of the Per Capita Grant for the fiscal year 2009-2010.

Library Committee:

Mrs. Hill reviewed the agenda for Ms. Paul's Memorial Dedication.

Mr. Davis discussed the hiring of a new Reference Librarian with the Board. Mr. Davis discussed 5 different options for the requirements of a new Reference Librarian. The Board does not want any changes at this time. Mr. Davis is to continue interviewing candidates for Reference Librarian. He is to bring this matter to the Board at the next Board of Trustees meeting on July 8, 2010 for review.

Mr. Davis discussed with the Board the library situation in the state of Illinois.

Old Business:**New Business:**

Mr. Davis discussed with the Board the repeal of the current SWAN agreement and the new SWAN agreement. These items have to be discussed at two Board meetings to comply with Robert's Rules. The new rules are substantially the same as the old rules, except they remove language about Metropolitan Library System. A new SWAN Board will be created to govern SWAN.

President Booth adjourned the meeting at 7:55 p.m.

The next Board of Trustees meeting will be held on July 8, 2010.