

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

President Booth called the meeting to order at 6:35 p.m.

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, Donna Hill and Douglas Swanson.

**Members absent:** John Murphy and Sam Pavesich.

Mr. Murphy arrived at 6:38 p.m. Mr. Pavesich arrived at 6:43 p.m.

**Librarian's Report**

Recent Reference Librarian hire Jessica Augustson was introduced to the library board. She notified the board that she has established residency in the city. She also answered general questions. She currently is working on programming and has set up a Seminar about Social Security, taxes and a motivational speaker who will speak about beating the unemployment blues.

Mr. Davis read a letter from the Illinois Secretary of State's Office about the per capita grant. The library is one of 626 to receive a grant that must be spend by June 30, 2010. This year the grant is \$39,652, slightly less than the previous year. More than \$14 million was distributed to libraries.

The use of materials for young people was 1,520, up 13 percent.

The use of adult materials was 3,745, up 20 percent.

The grand total for circulation is 11,460, up 19 percent.

The library owns 130,091 items

9,930 people are cardholders.

Computer use was up 25 percent for a total of 3,336 users.

Website visitors is 1,236 up 28 percent.

Wireless Internet users is up 280 percent for a total of 98 users.

There were 33 Youth Department programs with 817 attendees.

Six volunteers worked 57 hours.

There were 10 newspaper articles and 8 cable TV spots for publicity.

Sixty five groups used the meeting rooms.

#### Security incidents:

At 3:15 p.m. Feb. 23, Officer Vittori arrested James Bryson for disorderly conduct. Bryson was reportedly outside the north entrance creating a large disturbance and screaming obscenities.

At 3:15 p.m. March 1, Christopher Ball was arrested for trespassing. Officer Wilson made the arrested.

Ball was banned from the library for one-year last month and he was informed of the ban at his previous arrest.

With the warming weather and the increased traffic in the Youth Department after school, there have been more disturbances from children, running in and out of the building and through the department. To clamp down on the behavior, I have asked Officer Cordes to bring on a second policeman from the hours of 4 to 8 p.m. on Monday through Thursday. We have enough money in the security budget to cover this expense. We will keep up the second officer through the end of April.

The newsletter was sent out to 10,400 residences the week of Feb. 23. This time the majority of it was on blue paper. Some were sent out on white after the printer ran out of blue and wouldn't have time to get more blue paper before the newsletter was due out.

The library started giving computer class on using email on March 2. Three people attended. More classes will follow.

Mr. Davis will be on vacation March 26 through April 3.

Mr. Davis surveyed libraries in Zone 8 & 9 to learn what they will be charging for out of state Interlibrary Loans. The results were inconclusive as most library that responded have decided to wait and see how much the service is going to cost them.

There are openings on the MLS Board of Trustees. It is a self-nomination to get on the ballot. If anyone is interested in running for the MLS Board, please let Mr. Davis know so he can get them in touch with MLS.

### **Building Committee**

On Feb. 18, AirComfort, the HVAC contractor, reported that there is a small leak in the heat exchanger for air handler three. Mr. Davis said it will be watched for now because repair and repair and replacement is not under warranty.

On March 2, Matt Fares called Mr. Davis about the roof. City Hall is looking to have two fire department buildings re-roofed and they want to combine the city's project along with these two to get a better deal. They will send Ron DeTella to inspect the roof and he will bid on the project. The City Council will then accept or reject the bid and decide how much they will fund the roof of the library. Fares said that at least some of the roof would be funded by the city.

Mr. Davis said he has contacted a consultant who will charge \$635 in addition to time and materials to write the specs for the roof.

Mr. Faso suggested the library get three local roofing companies to bid on the project.

## **Finance Committee**

The bills presented for the month of march totaled \$19,325.66.

Mr. Swanson moved and Ms. Hill seconded to pay the bills as presented, motion was carried.

## **Library Committee**

Mr. Davis suggested adding a \$5 fee for out of state Interlibrary Loans. The money would be used to add to the cost of getting the materials, however a definite cost of the service has not been determined.

Mr. Booth directed Mr. Davis to rewrite the policy and bring it to the board at a later time.

## **New Business**

Ms. Hill spoke about the Gateways to Education project. She said 30 to 40 children attend the library twice every Wednesday. At the end of the school year more than 1,500 school children will have had visited the library.

The meeting was adjourned for executive session to discuss the administrative librarian's performance at 7:25 p.m. The group adjourned at 7:35 p.m.

