

**Chicago Heights Public Library
Board of Trustees Minutes
September 10, 2009**

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

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

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

Ms. High moved, seconded by Mr. Murphy that the minutes of August 13, 2009 be approved as circulated. Motion carried.

The re-election of officers took place. Ms High motioned, seconded by Mr. Murphy to re-elect the officers for another year. Motion carried. All Board Members' Committee Assignments remained the same.

Librarian's Report:

The use of materials for young people was 1,576. This is an increase of 26% over last year. The use of materials for adults was 4,204. This is an increase of 29% over last year. The total circulation was 11,238. This is an increase of 21% over last year. The total materials owned are 130,988. The total cardholders are 10,329. The public access computers were used on 2,918 occasions. There was no percentage change over last year. There is no data available for our website visitors due to a change in personnel. There were 94 people who took advantage of our wireless internet. This is an increase of 68% over last year.

The Youth Department sponsored 9 programs that attracted 433 young people.

3 volunteers worked 36.5 hours.

16 publicity articles appeared during the month of August, 2009. 9 news articles were published in the newspaper and 7 news articles were broadcast on cable TV.

There was one security incident. One bicycle was stolen from the bike rack sometime on August 18, 2009. The police were contacted and a report was taken. The bike was unlocked at the time of theft.

On Tuesday, August 18th, I fired Susan Stanko as Reference Librarian. A patron called to complain about being treated rudely, and as she had had numerous written and unwritten warnings about such behavior, I felt it was time to send a message that such behavior would not be tolerated. Afterwards, I contacted the members of the Library Committee to notify them of the firing.

The open Reference Librarian position was posted on the MLS job board on Wednesday, August 19, 2009. After receiving 22 resumes, I interviewed 2 candidates, both of whom had Spanish language skills. The candidate I chose, Amita Lonial, met with the Library Committee on Monday, August 31, 2009. She accepted the position on Tuesday, September 1, 2009 at a rate of \$34,500. Her starting day was Wednesday, September 9, 2009. Ms. Lonial was introduced to the Board members.

We have started replacing old public PCs in the building. The goal is to replace the 21 computers at a rate of 2 per month, with a monthly cost of about \$580 for the 2 computers. We are starting in the

Children's Department. All public computers will be upgraded with Microsoft Office 2007 as they are installed.

The Per Capita Grant check arrived on August 31, 2009 in the amount of \$39,652.40.

Reference Librarian Lynda Schoop began offering computer classes in Spanish during August, 2009. The classes she teaches are Introduction to Computers, Internet, and Email.

With the approval of Mr. Booth and Mr. Swanson, the Library was closed the morning of Monday, August 31, 2009, so that staff could attend the funeral of Ms Paul. The library opened at 2 PM that day. Mr. Davis is to put an article about Ms. Paul in the newsletter and also a note for a memorial. Any money collected for a memorial for Ms. Paul is to be kept in a separate fund. Mr. Booth suggested doing something permanent in her memory. Ms. Hill and Mrs. High were appointed to bring suggestions for the memorial to the Board for approval.

Norma Rubio coordinated the library booth at Summerfest. Over 1000 people stopped by the booth for face painting, crafts and the book raffle done by Lynda Schoop. As there was a shooting near the booth, we may want to reevaluate doing the booth next year, for safety concerns.

The newsletter will not be mailed out until after the October 8, 2009 Board meeting. The funds (Per Capita Grant) for mailing the newsletter came in late August, 2009 so the newsletter will have to be re-written as some of the programs in the newsletter will already have been completed. The Board would like to have memorials posted in the newsletter. When someone donates to the library in memory of someone, they want it acknowledged in the newsletter.

Building Report:

On Wednesday, August 19, 2009 the downspout by the books on tape leaked into the building again. The leak was not severe, so I asked Able & Willing Plumbing to come back out and give us a proposal to fix all of the downspouts on the south side of the building for the board to approve. They surveyed the downspouts on August 26, 2009. The proposed repair will cost \$9,795.00. I ask you approve the repair.

On Monday, August 31, 2009, I received a quote from Air Comfort, our HVAC contractor, to replace the steam coil for the S-3 air handler. This air handler was tested in mid August, 2009 and found to have a substantial leak, which caused standing water in the boiler room and an adjacent room. Due to the age of the coil, welding of the crack will most likely fail in an adjacent area of the repair. The proposed replacement will cost \$11,964.00. I ask you approve this repair.

After reviewing the Financial Report, the Board approved the above building repairs.

Financial Report:

Mr. Swanson moved, seconded by Mr. Alston that the August, 2009 bills of \$38,292.16 be approved as circulated.

New Business:

The Board reviewed and approved the General Library Policies. No changes were made to the policy.

Mr. Murphy motioned, seconded by Ms. High to accept the policy as is. Motion carried.

The State Library has a set of policies on file. There are legal requirements stipulated by law that certain policies have to be on file with the library. As part of the Per Capita Grant we are required to review some of the policies. In the past, we have not had Confidentiality of Records as a separate policy. Ms. High motioned, seconded by Mrs. Hill to make the Confidentiality of Records a separate policy. Motion carried.

Mrs. Hill spoke to the Board about the Gateways to Information Program. This year the program will go up to 6th grade. There will be three schools bringing in students thru 8th grade as they did not make it to the library last year. Mrs. Hill spoke to the Lions Club about the Gateways to Information Program. They asked her to send a letter explaining the program and to request donations. She also presented a \$125.00 check from a friend to Mr. Davis for the Gateway to Information Program.

Mr. Booth adjourned the meeting at 7:25 p.m.