

**Chicago Heights Public Library
Board of Trustees Minutes
November 10, 2011**

Members Present: Mr. Robert Booth, Ms. Vicki High, Ms. Mary Beth Cifelli, Mr. Doug Swanson, and Mr. John Murphy

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

Members Absent: Mr. David Alston and Ms. Lori Wilcox

Public Comments: None

Mr. Swanson moved, seconded by Mr. Murphy to approve the minutes of October 13, 2011. Motion carried.

Ms. Carolyn Wagner, Assistant Librarian and Technical Processing Department Head, was the second department head introduced to the Board.

Librarian's Report:

The use of materials for young people was 1,478. This is an 11% decrease over last year. The use of materials for adults was 4,066. This is a 0% increase over last year. The grand total circulation was 6,443. This is a 3% decrease over last year. The total materials owned are 127,095. The total cardholders are 12,831. This is an increase of 909 patrons over last year. The public access computers were used on 2,711 occasions. This is a 2% decrease over last year. Our website was accessed on 1,612 occasions. This is an increase of 3% over last year. There were 261 people who took advantage of our wireless internet. This is an increase of 6% over last year.

The Adult and Youth Departments sponsored 35 programs that attracted 613 people. 5 volunteers worked 51 hours.

There were 14 publicity articles. 9 articles appeared in the newspaper and 5 articles were broadcast on cable TV.

The meeting rooms were used on 67 occasions.

There were no security incidents during the month of October 2011.

General Report:

Ms. Carolyn Wagner, Assistant Librarian and Technical Processing Department Head, was the second department head introduced to the Board members. Carolyn is responsible for all of our bookkeeping, materials processing and preservation of historical materials.

I was invited to the City's Finance Committee meeting on Friday, November 4, 2011, at 9 a.m. The notable piece of information for the meeting is that, due to refinancing of city bonds, the City will have to file a "black box" disclosure in the newspaper and have a hearing on the tax levy. I believe this is a good opportunity to ask for the increase necessary to fully fund our budget. If we get this, I will limit future increases to 3.5% - the long term inflation rate. I would only ask for a larger increase because of an emergency.

I attended the ILA conference in Rosemont on October 18, 2011 to October 20, 2011. I was disappointed in the content of the programs; many had misleading titles and descriptions. Next year, I will send Norma instead of attending.

As requested, here is the budget for attending the Public Library Association's biannual conference in Philadelphia in March 2012: Conference - \$215.00, Round-trip flight - \$350.00, Hampton Inn or Four Points Sheraton @ \$179.00 a night for 4 nights \$716.00, Food - \$120.00, Total: \$1401.00. I will leave on Wednesday, March 14, 2011 and return on Sunday, March 18, 2011. Ms. Cifelli moved, seconded by Ms. High to approve a \$1,500.00 budget for Mr. Davis to attend the Public Library Association's biannual conference in Philadelphia in March 2012. Motion carried.

The November 2011 tax income was \$206,576.29. The total for the year stands at \$824,585.88 as of November 8, 2011.

Our photocopiers lease expires in February 2012. I have sent the required letter to have us released from the contract. I have inquired about purchasing the 4 copiers, as they still have a lot of life left into them. If they will not sell them, we will have to go to bid for new copiers. I will have more information on this next month.

Building Committee:

The revised Building Improvements plan was sent to you with the packet. With your approval, I shall send a copy of this to the Mayor and Finance Committee with our levy request and approved budget. The Board discussed looking into Grants to see if there are any available for help with projects on the Building Improvements list. Also, Mr. Davis is to get three quotes on retrofitting the north and south entrance doors with wheelchair access.

One stall in the public women's restroom in the basement has been closed as it is not flushing. We will repair this after the start of the new fiscal year as we are getting tight on maintenance finances. There is another stall in the restroom that works. The Board requested that the repair to the bathroom be done now.

Finance Committee:

Mr. Swanson moved, seconded by Ms. Cifelli that the October 2011 bills of \$31,806.39 be approved for payment as presented. Motion carried.

Per Capita Grant: The balance on hand as of October 31, 2011 is \$33,540.66.

Comparative Report: The year-to-date expenses are \$508,343.52. The unspent money is \$584,256.48. Our target spending is 50% or less and we are at 47%.

Mr. Davis presented the Board with the budget draft and the Levy for the fiscal year 2012/2013. This is an increase of 8%. Ms. High moved, seconded by Mr. Murphy, to approve the 2012/2013 budget draft of \$1,182,505.00. Motion carried.

The Board was presented with a Levy of \$1,235,555.12 for the fiscal year 2012/2013. This is an increase of 12%. Ms. High moved, seconded by Mr. Murphy to approve the 2012/2013 Levy. Motion carried.

Library Committee:

The Board reviewed the General Library Policies. Three changes were made to the policies.

1. The name was changed from the Metropolitan Library System to Reaching Across Illinois Library System.
2. Patron Behavior: A patron cannot talk on his cell phone while in the library but the patron will be allowed to text on the cell phone. In the past, a patron was not allowed to talk or text while in the library..
3. The security officer will be allowed to suspend a patron from the library for 30 days. In the past, it came from the Administrative Librarian.

Mr. Swanson moved, seconded by Ms. High to accept the changes to the General Library Policies. Motion carried.

Mr. Swanson moved, seconded by Mr. Murphy to adjourn into closed session, pursuant to 5ILCS 120/2(C) (1), to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

Mr. Murphy moved, seconded by Ms. Cifelli to adjourn closed session at 7:30 p.m.

Old Business:

Mr. Murphy moved, seconded by Ms. High to adjourn into closed session, pursuant to 5 ILCS 120/(C) (21), for discussion of minutes of meetings lawfully closed under this act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Ms. High moved, seconded by Mr. Murphy to adjourn closed session.

Mr. Murphy moved, seconded by Ms. Cifelli to destroy tapes of minutes that are 18 months and older. The Board also approved to open minutes to the public except the minutes regarding personnel issues. They are to remain closed. Motion carried.

New Business: none

Ms. High moved, seconded by Ms. Cifelli to adjourn the meeting at 7:45 p.m. Motion carried.

The next Board of Trustees meeting will be held on December 8, 2011 at 6:30 p.m.