

**Chicago Heights Public Library
Board of Trustees Minutes
May 12, 2011**

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

Also Present: Mr. Michael Davis, Ms. Margie Dal Santo, and Ms. Gwen Harris-Johnson

Members Absent: none

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

Ms. High moved, seconded by Ms. Cifelli that the minutes of April 14, 2011 be approved as circulated. Motion carried.

Librarian's Report:

The use of materials for young people was 1,698. This is a 26% increase over last year. The use of materials for adults was 3,825. This is a 2% decrease over last year. The grand total circulation is 12,613. This is a 16% increase over last year. The total materials owned are 128,351. The total cardholders are 12,418. This is up 1,139 over last year. The public access computers were used on 2,707 occasions. This is a 2% increase over last year. Our website was accessed on 1,317 occasions. This is a 29% decrease over last year. There were 220 people who took advantage of our wireless Internet. This is a 37% increase over last year.

The Adult and Youth Departments sponsored 40 programs that attracted 886 people.

7 volunteers worked 94.75 hours.

There were 12 publicity articles. 3 articles appeared in the newspaper and 9 articles were broadcast on cable TV.

There was one security incident. One homeless patron passed out at computer #11at about 3:30 p.m. on Friday, April 29, 2011. He was transported to St. James Hospital by the Fire Department.

The Food 4 Less check arrived on Monday, May 9, 2011, in the amount of \$2500.00

Ms. Johnson-Harris was re-employed by the library on Tuesday, April 19, 2011, on a 6-month probationary basis.

The birdcage over the exterior AC units was completed on Monday, May 2, 2011. The camera monitoring the outside area was installed Thursday, April 28, 2011.

Evaluations for all employees have been completed. Evaluations for the Assistant Librarian, Department Heads and the Maintenance Supervisor were done by myself. All other evaluations were done by the Department Heads. We had one employee refuse to

sign her evaluation, all others were without problems. The evaluation form was from an ALA book on performance appraisal, which is quite thorough. A separate form was developed for the Maintenance Supervisor.

As there have been frequent requests for e-books of late, I would like the Board to approve joining the Overdrive group purchase, which was arranged by MLS. This would provide over 80,000 e-book titles as available for download to our patrons. We would need to supplement these titles with purchases of best sellers, as the shared collection does not provide enough copies of best sellers. The price for joining is \$6,000 per year. We would pay this out of the Adult book budget. If, the new 2010 census has us drop below a population of 30,000, the price would drop to \$3,000.00 per year. The Board suggested that Mr. Davis inquire with Flossmoor to see what their demand is for e-books. He will be in a meeting next week with directors from Homewood, Flossmoor, and Matteson libraries (who are in this program) and will inquire with them about the demand for e-books. The Board suggested joining the Overdrive group purchase for e-books at \$6,000.00 and re-evaluating the demand at the end of one year.

I have begun rewriting the personnel policy to correct some of the problems in the discipline area, clean it up, and comply with newer Illinois laws. I am using the book Model Employee Policies for Illinois Employers written by lawyers from Wessels Sherman Joerg Liszka Laverty Seneczko P.C. and published by the Illinois Chamber of Commerce as a guideline. Older policies that currently work will be adapted into the new set of policies. As we move into a more formal workplace environment we will need ironclad personnel policies that are resistant to manipulation. A more formal environment will protect both the library and the employees from problems.

President Booth asked Ms. Gwen Johnson-Harris how the Board could help her. After presenting her case, Ms. High motioned, seconded by Mr. Murphy to go into Executive Session.

Building Report:

The carpet RFP is ready to be published. Mr. Muphy moved, seconded by Ms. Cifelli to approve publishing the RFP for carpeting. Motion carried.

There was a significant leak in the southeast downspout on Thursday, May 5, 2011. Ray, maintenance supervisor, called Firestone who sent out a roofer to inspect the problem. The roofer discovered the problem was a downspout, not the roof. Ray then called Able & Willing Plumbing, who had re-engineered the downspouts, and they found the downspout pipe had lost its support and had dropped from the hole, leaving a gap of about 4 inches. Able and Willing Plumbing corrected the problem and added additional support to the pipe.

Due to the length of the meeting, the discussion for changing the cleaning service was not addressed. It will be brought up at the June 9, 2011 Board of Trustees meeting.

As there was extra money in the Building & Fixtures budget, Maintenance budget, and Building Supplies budget, I authorized Ray to purchase some needed tools for the building and arrange for landscapers to come and do a spring cleanup and repair some minor problems. The landscaping will cost about \$3,100.00.

There has been flooding in the garage. One sump pump pit for that area was completely full of muck. Reid & Pederson came out and pumped it out. There are still problems with all 4-sump pumps, which will have to be replaced sometime in the near future.

A spring on the garage door snapped on Tuesday May 10, 2011.

Finance Committee:

Mr. Swanson moved, seconded by Ms. Cifelli that the April 2011 bills of \$54,794.89 be approved for payment as presented. Motion carried.

Comparative Report: The year-to-date expenses are \$983,661.24. The unspent money is \$126,147.76.

Per Capita Grant: The balance on hand as of April 30, 2011 is \$16,470.50.

Library Committee:

Ms. Lori Wilcox requested the Board approve funds for her to travel to the ALA Conference in New Orleans on June 23, 2011 thru June 28, 2011. Ms. Wilcox stated that she no longer needed the Board to approve her request, as she would not be able to attend the conference.

Mr. Swanson moved, seconded by Ms. Cifelli, motion carried to have President Booth and Ms. High, secretary, to sign the Illinois Public Library Annual Report. The signed report then will be sent to the State Library.

Ms. High moved, seconded by Ms. Wilcox to approve the Identity Protection Policy. Motion carried.

Old Business:

Mr. Murphy moved seconded by Ms. High to go into Executive Session to approve the closed minutes of April 14, 2011. The minutes were approved. Ms. High moved, seconded by Mr. Murphy to approve the Executive Session minutes of April 14, 2011. Motion carried. Ms. High moved, seconded by Mr. Alston to exit Executive Session. Motion carried.

The meeting was adjourned at 8 p.m.

The next Board of Trustees meeting will be held on June 9, 2011 at 6:30 p.m.

