

**Chicago Heights Public Library
Board of Trustees Minutes
June 9, 2011**

President Booth called the meeting to order at 6:40 p.m.

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

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

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

Ms. High moved, seconded by Mr. Swanson to approve the minutes of May 12, 2011. Motion carried.

Public Comments: none

Librarian's Report:

The use of materials for young people was 1,195. This is an 11.5% decrease over last year. The use of materials for adults was 3,474. This is a decrease of 10% over last year. The grand total circulation was 10,038. This is a 6% increase over last year. The total materials owned are 127,843. The total cardholders are 12,415. This is an increase of 1,084 over last year. The use of computers was 2,635. This is an increase of 15% over last year. Our website was accessed on 1,307 occasions. This is a 30% decrease over last year. There were 238 patrons who took advantage of our wireless internet. This is an increase of 70% over last year.

The Adult and Youth Departments sponsored 35 programs that attracted 755 people.

6 volunteers worked 71.5 hours.

19 publicity articles appeared during the month of May 2011. 9 articles appeared in the newspaper and 10 articles appeared on cable TV.

The meeting rooms were used on 82 occasions.

There were no security incidents.

Newsletters have been distributed to Chicago Heights schools. Soon I will have a report run to extract all email addresses for our patrons from SWAN. I would like to subscribe to Constant Contact and enter all of our patrons email addresses into Constant Contact, to distribute the newsletter via email at a cost of approximately \$300.00 a year. This will be significantly cheaper than mailing it to all addresses. We can have the summer workers enter the email information, if needed. Ms. Cifelli suggested the Library Board contact Mr. Amadio, school superintendent, to see if it would be possible to attach teacher email addresses to the mass email so they would have constant updates on library information and can then encourage the students to use the library and its resources. The Board also suggested contacting Mr. Gianetti

for Bloom High School and contacting Marian High School for teacher email addresses. Mr. Davis would still do paper copies of the newsletter to the schools.

Metropolitan Library System ceases to exist on July 1, 2011. Due to some legal snags (insurance coverage) caused by the State Library, there may be a short interruption in delivery, and possibly SWAN. The situation is still fluid, so this may not come to pass. If it does happen, I would expect the interruption in delivery and SWAN to only last a few days.

Summer Reading Program has started. This year's theme is "A Midsummer Knight's Read." One hundred eleven children are signed up as of Wednesday afternoon.

We have 2 summer workers from Bloom High School. One will be assigned to Children's and the other assigned to the Adult Department. They each work 25 hours a week, and are paid by their Bloom summer work program. They will be shelving materials, working on children's programs and other duties as assigned.

I will be on vacation the week of June 13, 2011.

At the last Board meeting, Ms. Cifelli asked the ebook download usage at Flossmoor Library. They had 326 downloads over the last 6 months.

We had a FOIA request this month from a Chicago Heights resident wanting cardholder statistics going back 24 months. He had previously sent a FOIA request asking for a list of all new cardholders going back to November 2010. I answered this month's FOIA, but the previous one was denied due to patron confidentiality. I'm not sure of the motive for the request, but I thought I should bring it to your attention.

Building Committee:

The day after the last Board meeting, a sinkhole appeared on our south lawn. The hole was caused by a broken sewer pipe and broken downspout drainage pipe. I contacted the Building Committee and informed them of the problem. We obtained 4 quotes for repair of the broken pipes. The quote from Reid and Pederson for \$9,300.00 was accepted, as it was the only quote that covered all of the services we needed (jetting of the clogged line, repair of the lines, landscaping). Repair is scheduled to start this week.

A claim for broken glass was submitted to the insurance company. A quote from GMA (suggested by State Farm Insurance Company) was obtained for \$2,912.00 to repair the 8 damaged windows. State Farm issued a check for \$1,912.00 for the work. We have a \$1,000.00 deductible. The work will commence after the July 2011 Board meeting, as that is the soonest we can get the check cut for the work. The estimate from GMA was a little over half the previous estimate from Advance Glass here in Chicago Heights.

The carpet bids were opened. A total of three bids were received.

The first bid opened was from Continental Construction Company from Evanston, Illinois. They submitted a bid of \$48,300.00 for the entire Children's Department. The base bid was \$26,300.00 to carpet the north half of the Children's Department. The alternate bid was \$22,000.00. Mr. Thomas Andrews was present at the meeting to answer questions from the Board members regarding the carpet installation.

The second bid was from Styles Carpet from Oak Forest, Illinois. They submitted a bid of \$47,920.00. The base bid was \$23,960.00 to carpet the north half of the Children's Department. The alternate bid was \$23,960.00.

The third bid was from Tiles and Styles of Naperville, Illinois. They submitted a bid of \$28,104.00. The base bid was \$14,052 to carpet the north half of the Children's Department. The alternate bid was \$14,052.

The Board has 90 days to accept a carpet bid. This will be reviewed at the July 14, 2011 Board meeting.

Finance Committee:

Mr. Swanson moved, seconded by Mr. Murphy that the May 2011 bills of \$26,541.62 be approved for payment as presented. Motion carried.

Comparative Report: We are in the first month of the fiscal year 2011/2012 and are at 8% spending. The year-to-date expenses are \$84,520.64. The unspent money is \$991,621.36.

Per Capita Grant: The balance on hand as of May 31, 2011 is \$16,470.50

Library Committee:

The library is required by the state to review the Circulation Policy once every two years. Ms. High moved, seconded by Ms. Cifelli to accept the changes in the Circulation Policy. Motion carried.

The Board reviewed the Intergovernmental Agreement for Reciprocal Borrowing Services. Mr. Murphy moved, seconded by Ms. Cifelli to authorize the president, Mr. Robert Booth, and secretary, Ms. Vicki High, to sign the agreement. Motion carried.

Old Business:

Mr. Murphy motioned, seconded by Ms. Cifelli to go into executive session to approve the executive sessions minutes of May 9, 2011. Motion carried.

Mr. Swanson moved, seconded by Mr. Murphy to exit executive session. Motion carried.
Ms. High moved, seconded by Ms. Cifelli to approve the executive session minutes of May 9, 2011. Motion carried.

The Board discussed the matter of needing 2 new board members. Mr. Booth offered to send a letter to the mayor stating that we only have 7 out of 9 board members. The Board will review this matter again at the July 14, 2011 Board meeting.

Ms. High moved to adjourn the meeting at 7:57 p.m.

The next Board of Trustees meeting will be held on Thursday, July 14, 2011 at 6:30 p.m.