

**Chicago Heights Public Library  
Board of Trustees Minutes  
September 8, 2011**

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

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

**Members Absent:** Mr. David Alston

**Public Comments:** none

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

Mr. Murphy moved, seconded by Ms. High to approve the minutes of August 11, 2011 and to take suggestions recommended at the August 11, 2011 meeting due to lack of a quorum. Motion carried.

The Board held its annual election of officers. Mr. Swanson moved, seconded by Mr. Murphy that the present officers be re-elected to their same positions as last term. Motion carried.

**Librarian's Report:**

The use of materials for young people was 1,086. This is a decrease of 6% over last year. The use of materials for adults was 4,244. This is an increase of 7% over last year. The grand total circulation was 10,650. This is an increase of 5% over last year. The total materials owned are 127,384. The total cardholders are 12,562. This is an increase of 899 patrons over last year. The public access computers were used on 2,830 occasions. This is a decrease of 5% over last year. Our website was accessed on 1,384 occasions. This is a decrease of 18% over last year. There were 247 patrons who took advantage of our wireless internet. This is an increase of 34% over last year.

The Adult and Youth Departments sponsored 6 programs that attracted 77 people. 4 volunteers worked 40.75 hours.

There were 9 publicity articles for the month of August 2011. 8 articles appeared in the newspaper and 1 was broadcast on cable TV.

The meeting rooms were used on 70 occasions.

There were two security incidents. On Friday, August 26, 2011, the mother of a minor patron returned 60 books that she found in her daughter's room that had been stolen. I gave the minor patron a 2 week ban. Her mother was quite shocked and told Jenny that she would be getting counseling for her daughter.

On Wednesday, August 31, 2011, at 6:10 p.m. a bicycle was stolen from the north entrance. The theft was caught on our north camera, but because of the sunlight, a good

picture of the thief's face wasn't seen. Officer Stacey has the recording and took the police report.

### **General Report:**

The Overdrive collection is now available through our website. We have started purchasing best selling eBooks for the collection. We should have some statistics for the next month.

The Friends of the Library had a small book sale on Saturday, August 20, 2011. They made \$90.00 at the sale. They have decided not to do a monthly opening of the room, but to do semiannual book sales instead. Their next sale will be the first weekend in November 2011.

I would like the Board's permission to close the library on Friday, December 2, 2011 for our annual staff training day. ATLAS has booked a speaker for the morning who will present a workshop on dealing with difficult people. The cost of the morning workshop will be about \$15.00 per attendee. Ms High moved, seconded by Ms. Cifelli, to approve the closing of the library on Friday, December 2, 2011, to allow staff to attend the workshop. Motion carried.

Jenny is signed up for 4 classes offered by the Dominican University. The classes are: Interpersonal Skills for Supervising Others – September 27, 2011, How to Motivate Staff – November 2, 2011, Professional Hiring and Meaningful Performance Reviews – November 30, 2011, Building a Productive Team – January 10, 2012. The total price for these courses is \$300.00. Ms. Cifelli moved, seconded by Ms. High to approve Jenny attending these classes. Motion carried.

Newsletters have been delivered to School District 170, Bloom High School, St Agnes School, GECC, and St. Paul's School. I'm waiting on permission to distribute to Serena Hills School. I contacted St. Kieran School and Marian High School, but haven't heard back from them. A Constant Contact trial account has been set up and 100 emails of the newsletter were sent through it. As soon as the account gets upgraded to a paying account, I will email the remaining 200 some newsletters.

After the new custodians are brought on staff, I would like to add one additional part-time circulation clerk to the staff. Bringing the custodial services in house results in considerable savings – on the order of \$13,000.00 per year. An additional part-time circulation clerk would cost \$6,825.00 per year. In addition, one of our current circulation clerks wants to reduce her status to hourly and cut her hours from 15 to 10 per week. Ms. Cifelli moved, seconded by Ms. Wilcox to approve the hiring of a part-time circulation clerk. Motion carried.

The Public Library Association's biannual conference is in Philadelphia on March 13, 2011 thru March 17, 2011. If there is money in the budget for travel at that time, I would like to attend the conference. According to my colleagues, Public Library Association's conference is the most useful conference for public library directors. The conference is \$215.00 if you register by January 13, 2012. The rooms at conference hotels run about \$200.00 per night for the 4 nights.

Mr. Davis is to bring a budget to the Board for approval.

**Building Committee:**

Ray refurbished an old book drop and installed it at the curb on 15<sup>th</sup> Street for patrons to return books without leaving their car. We are getting a sign made for it to identify it as a book drop.

Norma and Mr. Davis are still looking for a table for the new children's computers.

The custodians that Ray wants to hire have been to the Police Department to have background checks run. We are now waiting for the report (the officer left on vacation after doing the checks).

The carpet is scheduled to ship on September 28, 2011.

The Board would like to meet Ray, the maintenance supervisor, and asked Mr. Davis to bring him to the next board meeting on October 13, 2011.

**Finance Committee:**

Mr. Swanson moved, seconded by Mr. Murphy that the August 2011 bills of \$19,486.53 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses are \$313,316.17. The unspent money is \$779,283.83. Target spending is 33 1/3% or less. We are at 29%.

Per Capita Grant: The Per Capita Grant of \$33,467.57 is expected to be received in December 2011.

Item E on September 8, 2011 Agenda: Review the library's revenues for the past 3 years, determine if revenues are adequate, and investigate and identify possible future revenue sources for Per-Capita Grant was tabled and will be discussed at the October 13, 2011 Board of Trustees meeting. This gives the Board members time to review this item before discussion.

**Library Committee:**

The review of Chapter 2 of Serving our Public 2.0 and for Per-Capita Grant was tabled and will be discussed at the October 13, 2011 Board of Trustees meeting. This gives the Board members time to review this item before discussion.

**Old Business:**

**New Business:** Ms. Wilcox asked the Board to bring to their next meeting a list of suggestions on how to increase revenue to cover the cost of the carpet. She also asked for a list of what the library needs.

President Booth adjourned the meeting at 7:10 p.m.

The next Board of Trustees Meeting will be held October 13, 2011