

**Chicago Heights Public Library
Board of Trustees Minutes
September 9, 2010**

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

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

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

Members Absent:

Mr. Swanson moved, seconded by Ms. Wilcox to approve the minutes of August 12, 2010. Motion carried.

The Board had its annual election of officers. Mr. Murphy moved, seconded by Mr. Alston to keep officers the same as last term. Motion carried.

Librarian's Report:

The use of materials for young people was 1,075. This is a decrease of 27% over last year. The use of materials for adults was 3,314. This is a decrease of 8% over last year. The grand total circulation was 10,164. This is a decrease of 10% over last year. The total materials owned are 128,832. The total cardholders are 11,663. The public access computers were used on 2,972 occasions. This is an increase of 2% over last year. Our website was accessed on 1,680 occasions. There was no comparison available with last years' statistics. There were 184 patrons who took advantage of our wireless Internet. This is an increase of 49% over last year.

The Adult and Youth departments sponsored 15 programs that attracted 450 people.

3 volunteers worked 32 hours. 2 summer workers worked 286 hours.

7 publicity articles appeared during the month of August 2010. 4 publicity articles appeared in the newspaper and 3 articles appeared on cable TV.

The meeting rooms were used on 57 occasions.

There were no security incidents.

Mr. Booth will be given an award for his 50 years of service to the Library by the Metropolitan Library System at the MLS annual meeting on Friday, October 22, 2010 at the Oak Park Public Library.

The newsletter was mailed to 10,600 residences of Chicago Heights on Thursday, September 9, 2010.

The Library closed for the day on Thursday, September 2, 2010 for Mayor Alex Lopez's funeral. This was done at the request of City Hall and approved by Mr. Booth and Mr. Faso.

The large print books were removed from the regular fiction section and returned to their old location on the east wall outside of the Barbara Paul room. This was done, as there had been a number of complaints about our interfiling of the large print with the regular fiction.

Our local zone libraries are planning a joint in-service day for Friday, December 3, 2010. The topics of the in-service will be managing change and the state of the Metropolitan Library System and SWAN. We are planning to have this in-service at Prairie State College. For us to participate, we need the Board's permission to close the library for the day. Ms. High moved, seconded by Mr. Murphy to close the library on Friday, December 3, 2010 for an in-service day. Motion carried.

Our local zone libraries are starting to work on a schedule of continuing education classes for staff. These classes would be replacements for the classes that were previously offered by the Metropolitan Library System. The classes would be conducted on a quarterly basis. Topics will be coordinated with other library organizations to prevent any overlap.

Our annual zone Trustee training has been scheduled for Saturday, May 21, 2011 in the morning. The topics have yet to be determined.

I will be setting up a zone libraries Wiki for maintaining an online peer consulting/talent pool. The zone libraries want this set up as a replacement for the Metropolitan Library System consulting services, which were shut down at the end of June 2010.

I will be attending the ILA conference at Navy Pier on September 28, 2010 thru September 30, 2010.

Building Committee:

The carpet was shipped on Monday, August 30, 2010. The carpet is scheduled to start installation on Monday, September 13, 2010.

We have gotten quite a few quotes on replacing our phone system. After the carpet is finished, we will look at our bank balance to see if it is practical to go ahead with the installation. If the money is too tight, we will delay the project until we receive the next installment of tax money. The quotes are coming in at substantially less than the budgeted amount for the replacement. The new system will have an automated attendant (especially at night), voice mail, and caller ID. \$10,000.00 was budgeted for a new phone system. Bids are coming in considerably less than this.

Finance Committee:

Mr. Faso moved, seconded by Ms. Wilcox to ratify the motion made at the August 12, 2010 Board of Trustees meeting to pay the July 2010 bills as presented. Motion carried.

Mr. Swanson moved, seconded by Ms. High that the August 2010 bills of \$27,180.11 be approved for payment. Motion carried.

The Board discussed the fiscal budget. The draft for the fiscal budget is to be presented at the October 2010 Board of Trustees meeting. The finalized fiscal budget will be presented for approval at the November 2010 Board of Trustees meeting.

Library Committee:

The Board reviewed the by-laws and completed the requirements set by the State Library. As part of the Per Capita Grant application, the Board is required to review the by-laws and describe any revisions, corrections, or updates that were made by the Board as a result of the review.

Ms. Hill moved, Ms. High seconded to approve \$1100.00 for books for the Gateway to Information program.

Old Business:

New Business:

President Booth adjourned the meeting at 7:30 p.m.

The next Board of Trustees meeting will be held on October 14, 2010 at 6:30 p.m.