

**Chicago Heights Public Library  
Board of Trustees Minutes  
November 10, 2010**

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

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

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

**Members Absent:** Mrs. Donna Hill

Mr. Murphy moved, seconded by Mr. Faso to approve the minutes of October 14, 2010. Motion carried.

**Librarian's Report:**

The use of materials for young people was 1,574. This is a 22% decrease over last year. The use of materials for adults was 3,542. This is a decrease of 7% over last year. The grand total circulation was 11,208. This is a 14% decrease over last year. The total materials owned are 128,785. The total cardholders are 11,922. The public access computers were used on 2,772 occasions. This is a decrease of 17% over last year. Our website was accessed on 1,568 occasions. This is a 42% decrease over last year. There were 246 patrons who took advantage of our wireless Internet. This is an increase of 239% over last year.

The Adult and Youth Departments sponsored 34 programs that attracted 1,383 people.

19 volunteers worked 113.25 hours.

11 publicity articles appeared during the month of October 2010. 3 publicity articles appeared in the newspaper and 8 publicity articles appeared on cable TV.

The meeting rooms were used on 65 occasions.

There were three security incidents during the month of October 2010. On Tuesday, October 19, 2010, I received a call from 911 dispatch at 10:25 a.m. asking if there was a Hispanic male in the library. I informed dispatch that there was one, and gave his description. I was then informed that he might be carrying a weapon and that police were on the way. They arrived shortly thereafter and took the man outside for questioning. He was not carrying a weapon, but a pipe that looked somewhat like a gun. He was taken into custody for an outstanding warrant.

On Wednesday, November 3, 2010, at about 8:20 p.m., our cleaning lady's mother, Irene Haniaczwk, had her purse snatched from her and was pushed down outside the library. She had some bruising from the incident. I have spoken with Artur from Astoria Cleaning about changing the hours our cleaning lady works to try and prevent this from happening. A police report was taken.

On Thursday, November 4, 2010, a purse was stolen from a patron. She had left it under a computer desk and had stepped outside to make a phone call at about 11:00 a.m. A police report was taken.

I have not gotten in to see Mayor Zaranti about our levy. I have made several calls and sent several emails trying to get a meeting with him.

The public computer control software, PC Reservation, and the printing software, LPT1, were updated on Thursday, October 21, 2010. Printing and reservations work on almost all computers for the public at this point.

The local library zone, renamed ATLAS, had it's meeting here on Thursday, October 21, 2010. We are working on plans for continuing training for staff members since the library system no longer offers training. Plans for the December 2010 staff-training day are completed. The group training will first occur at Gaelic Park in Oak Forest, with topics on dealing with change and the state of the library systems, and then we will break for lunch at Carlo's Restaurant. After lunch we will return for safety training, then break into department staff meetings.

Metropolitan Library System has received about \$500,000.00 from the state to continue operations. This will keep delivery going until the end of January 2011. After that, we will have to start paying for delivery. Plans are to outsource delivery, as it is much cheaper than keeping the current model going. No further money is expected from the state until December 2011, at the earliest.

I attended the Metropolitan Library System annual meeting at the Oak Park main library on October 22, 2010. I received an award of special recognition for Mr. Booth, in honor of his 50 years on the Board.

SWAN, our library computer system, has decided that it will need to move from the Burr Ridge Metropolitan Library System headquarters once the state money for supporting the building runs out, in, perhaps, March 2011. We can expect some down time while the move takes place. SWAN Council has been working with the SWAN Director to reduce the costs as much as possible so as to limit the impact of any price increases in SWAN service. Preliminary numbers indicate our increase will be within my estimates.

The Friends of the Library conducted its annual book sale on November 6<sup>th</sup> and 7<sup>th</sup>, 2010. The income from the book sale was \$688.75. The ongoing book sale in the lobby has brought in \$1,302.67 so far this year. This brings the grand total for all book sales this year to \$1,991.42. The Friends of the Library currently has a balance of about \$2,700.00 in the bank.

I've started the process to have our T-1 line through AT&T turned off. This will save us about \$250.00 per month on telecommunication costs. Staff and patrons shouldn't notice any difference in service. There is a final disconnect charge of \$595.00.

County tax bills are due on December 13, 2010. Next springs tax bills will go out on April 1, 2011.

I will be taking some time off the week of Thanksgiving.

A note from Norma:

Overall on the Halloween Fun Fair – On October 29,2010 we had our annual Halloween Fun Fair from 6 p.m. to 8 p.m. This is a big event with lots of preparation. We received several positive remarks from the patrons about our event. We had 13 staff members, 16 volunteers and 3 security guards help out that night, and without staff members and our volunteers this would not have been a successful event. I would also like to thank the Board for their continuous support. Norma Rubio (Note: There were no stains on the new carpet from this event. md)

### **Building Committee:**

I have asked for insurance quotes from Marks Insurance and Meyer-Briggs in addition to the quote we have from State Farm. After reexamining the State Farm Insurance quote, I found the building and contents insurance included in the previous quote. With the increase in medical coverage to \$25,000.00, the State Farm quote is \$6,616.00. Mr. Faso moved, seconded by Ms. High that the quote from State Farm Insurance be accepted. Motion carried.

Due to the security problems we have been having, I may ask the Board to approve installing a security camera and recording system inside and outside of the building with money left over from the telephone system upgrade. There is certainly a need for this.

### **Finance Committee:**

Mr. Swanson moved, seconded by Mr. David Alston that the October 2010 bills of \$28,158.31 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses are \$489,950.22. The total unspent money is \$619,858.78.

The Board discussed the 2011-2012 budget. They did not come to a conclusion.

### **Library Committee:**

### **Old Business:**

### **New business:**

President Booth adjourned the meeting at 7:40 p.m.

The next Board of Trustees meeting will be held on December 9, 2010 at 6:30 p.m.

