

**Chicago Heights Public Library
Board of Trustees Minutes
April 14, 2011**

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

Secretary, Ms. High, swore in Ms. Mary Beth Cifelli, a new Trustee.

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

Members Absent:

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

Ms. High moved, seconded by Mr. Murphy to approve the minutes of the March 10, 2011 Library Board of Trustees Meeting. Motion carried.

Public Comments:

Librarian Report:

The use of materials for Young People was 1,627. This is an increase of 4% over last year. The use of materials for adults is 3,494. This is a 20% decrease over last year. The grand total circulation was 10,837. This is a 10% decrease over last year. The total materials owned are 128,208. The total cardholders are 12,352. The public access computers were used on 2,400 occasions. This is a decrease of 20% over last year. Our website was accessed on 1,339 occasions. This is a 35% decrease over last year. There were 243 patrons who took advantage our wireless Internet. This is a 205% increase over last year.

The Adult and Youth Departments sponsored 37 programs that attracted 798 people.

5 volunteers worked 54 hours.

There were 14 publicity articles. 6 articles appeared in the newspaper along with 1 photograph and 8 articles appeared on cable TV.

Security incidents: On Friday, March 25, 2011, Ray noticed oil dripping from the outside AC units onto the garage ramp below. Monday, March 28, 2011, Ray mentioned this to our Air Comfort maintenance man. They checked the unit together, and found that several copper fittings and supports had been broken on the AC units, draining Freon out of the units so that they could be stripped of copper. One unit had all of the Freon drained out, the other had about 1/3 of the Freon lost. A police report was taken, pictures taken and when I returned from vacation, an insurance claim was placed on the loss. The damage to the unit will cost \$14,378.00 to repair. Most of this cost is for Freon, which is no longer manufactured. The insurance is paying all but our deductible, \$1,000.00, to repair the units. We have already received the check from the insurance company. Until

the AC units are made more secure, I am having security monitor the units overnight. We have money in the security budget to cover this through the end of the fiscal year. I will discuss the units' security under the building report.

On Monday, March 14, 2011, Hector Hinojosa was arrested for trespassing after refusing to leave the building when instructed. He is banned from the building for 30 days. He has not returned.

I terminated Gwen Johnson-Harris, a part-time circulation clerk on March 24, 2011. This will be discussed in the executive session under the Library Committee report.

Metropolitan Library system has voted to be absorbed into the new Reaching Across Illinois Library System (RAILS). They have received another payment from the state, and have enough money to operate delivery until sometime next year.

I went with Ray to MLS Burr Ridge this morning to pick up a microfilm reader/printer and a collection of census reels, for genealogy research. These were donated to us by MLS.

To take advantage of the deals at the closing Borders Books in Matteson, Norma, Carolyn and myself made a trip there on Friday, March 11, 2011. We purchased lots of books. Later on Friday, April 8, 2011, Ray and I made a trip back to look at furnishings and fixtures. We purchased 1 rolling display.

The library has started showing movies to the public under our movie license purchased by the Friends of the Library. Both Children's and Adult's are showing movies. Children's movies are shown on Saturdays and the Adult Department is showing movies on Thursday evenings. The first Children's movie had 30 attend and the first Adult Department movie had 15 attend. We are providing popcorn and a drink with the movies.

The library is currently hosting a traveling exhibit from the Illinois Lincoln Highway Coalition. This exhibit was obtained for us by the CHHPAC. We will be hosting it in April 2011 and possibly May 2011.

CHHPAC has also applied to the Illinois State Archives for an Illinois Historical Records Preservation grant. This grant, if funded, would provide us with \$5,100.00 to start digitizing materials in our Historical Collection. It would provide us computer equipment, software and personnel to do the scanning. The project would start by concentrating on our photograph collection. We would get to keep the equipment and software at the end of the grant. At that time, we could use volunteers to continue with digitizing our collections.

Building Committee:

Ray, Maintenance Supervisor, has completed numerous repair projects during the period of February 22, 2011 thru March 31, 2011.

To protect the AC units from further vandalism, Mr. Davis collected quotes on placing a metal bar cage over the units. A camera is also being installed to watch the area. Mr. Murphy moved, seconded by Mr. Faso to accept the quote from Mares Fences, Inc. of Chicago Heights to make and install the metal cage around the AC units. Motion carried.

Finance Committee:

Mr. Swanson moved, seconded by Ms. High that the March 2011 bills in the amount of \$32,875.31 be approved for payment as presented. Motion carried.

Comparative Report: The year-to-date expenses are \$866,050.95. The total unspent money is \$243,758.05.

Per Capita Grant: The balance on hand is \$17,125.50.

Library Committee: Ms. Lori Wilcox would like for the Board to approve funds for her to travel to the ALA Conference in New Orleans from June 23, 2011 to June 28, 2011. The Board would like more information on the costs involved. This matter will be reviewed at the May 12, 2011 Board of Trustees meeting.

Mr. Faso moved, seconded by Ms. High to go into executive session regarding the termination of Ms. Gwen Harris-Johnson. Mr. Faso moved, seconded by Mr. Murphy to end executive session.

The Board went into executive session to review the minutes of past executive sessions and to decide which minutes would remain closed and which minutes could be released to the public. Ms. High moved, seconded by Mr. Swanson to release all past executive session minutes except the executive session minutes of May 9, 2007.

The Board tabled approving the Identity Protection Policy until the May 12, 2011 meeting.

The meeting was adjourned at 8:30 p.m.

The next Board of Trustees meeting will be held June 9, 2011.

Mr. Faso motioned, seconded by Ms. High to go into Executive Session regarding the dismissal of Gwen Johnson-Harris.

Members Present: Mr. Robert booth, Ms. Vicki High, Ms. Beth Cifelli, Mr. David Alston, Mr. Doug Swanson, Mr. Joe Faso, and Mr. John Murphy

Also Present: Ms. Jenny Martin, Ms. Gwen Harris-Johnson, and Ms. Norma Rubio