

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the February 17, 2015 Regular Meeting

President Thurmond called the meeting to order at 7:10 pm

ROLL CALL:

Present: Fiorenzo, Luering, Stroube, Thurmond
Absent: Herrman, Holecek-Sherman, Joyce
Also Present: Jamie Paicely, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Stroube made a motion and Trustee Fiorenzo seconded that the Board approve the January 15, 2015 regular meeting minutes. However, there was not a quorum to pass the vote, and it was tabled until the following meeting.

CORRESPONDANCE:

The library received a Thank you letter from the Chrysalis Community Center for hosting a donation box in December. They were able to collect 21 coats and 33 other items from our location.

The library also received a Thank You letter from Alicia's House. We hosted a "Food for Fines" event in December and the food that was collected was donated to Alicia's House. They came by and picked up the food and sent a letter to us thanking us for the donation.

FINANCIAL REPORT:

Trustee Stroube made a motion and Fiorenzo seconded that the Board approve the February 2015 Claims list for \$15,397.81, the petty cash for \$441.43, the credit card for \$1,008.91 and the IMRF for \$1,965.30. Library = \$1,536.21 and Employee=\$429.09. Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Luering, Stroube, Thurmond

Nays: 0

Absent: Herrman, Holecek-Sherman, Joyce

LIBRARIAN REPORT:

AUTOMATION:

The regular maintenance was performed on the computers. No issues were detected.

BUILDING MAINTENANCE:

We had issues with the lights around the outside of the building, and Mr. Terry came in to look over those. He determined that most were due to burnt out light bulbs. He is checking a few of the others to see if it is an issue with the light itself.

He is also working on our flag pole issue. The rope broke and the other side (it's a double sided pole) also has the incorrect rope on it.

PERSONNEL:

We let an employee go in January. We are currently working on filling her position. In the meantime, some of the staff have picked up extra shifts to cover this opening.

PROGRAMS:

We had 14 Adult programs, with 119 people attending them. Our most popular programs were the Peppermint Foot Soaks along with the Cookie Truffles, both had 12 attendees.

We had 7 Teen programs, with 113 people attending them. Our most popular was the Chocolate Ice Cream Bowls, bringing in 17 teens for that. The second most popular program in January was the Nail Polish Jewelry, with 12 teens coming in for that. Our in-house gaming also drew 50 uses for the month.

We had 8 Children's programs with 92 people attending them. Our most popular children's event was the Gingerbread House, with 26 children participating, followed by ToddlerTime, with 25 families participating in that for the month.

OTHER:

Safety Manuals: They're here! You each have one in your packets and I will disburse to the staff starting tomorrow.

Meetings: I attended 1 ATLAS meeting, 1 SWAN meeting, and 2 events at RAILS in January as well as a webinar from the Management Association. I also attended ALA in Chicago on 3 different days. They had a lot of good ideas on partnering outside the library with other local / government groups.

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Trustee Luering made a motion and Trustee Fiorenzo seconded that Steger South Chicago Heights Public Library starts charging \$2.00 per page for non-card holders for the Notary Service. Card holders of the SSCHPL will have no charge for their Notary service. This change is effective immediately. Motion carried.

Ayes: Fiorenzo, Luering, Stroube, Thurmond

Nays: 0

Absent: Herrman, Holecek-Sherman, Joyce

Trustee Luering made a motion and Trustee Stroube seconded a motion to go with the proposal from ISBS to lease 2 new copiers for a total of \$4,145.10. Motion carried.

Ayes: Fiorenzo, Luering, Stroube, Thurmond

Nays: 0

Absent: Herrman, Holecek-Sherman, Joyce

Trustee Luering made a motion and Trustee Stroube seconded a motion to approve Option 1 on the ProPay Merchant Service Fee. Motioned carried.

Ayes: Fiorenzo, Luering, Stroube, Thurmond

Nays: 0

Absent: Herrman, Holecek-Sherman, Joyce

TRUSTEE DISCUSSION:


Trustee Luering asked for an updated list of staff with photos so that the board can identify each staff member, and also for staff to receive a list with photos of the board so that they can identify board members as well.

There was also discussion about the programs having an equal focus on both crafts and culture/education. Right now we focus heavily on crafts and there was a consensus that we would like to see more programs similar to Jim Gibbons' program on Kennedy and Lincoln. Also there were requests to work in sync with the schools and have STEM programming as well.

Trustee Thurmond also requested that the Director's 90 day evaluation be put on the agenda for next month.

ADJOURNMENT:

Trustee Stroube made a motion and Trustee Luering seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:27 pm.


Secretary's Signature