

**Chicago Heights Public Library
Board of Trustees Minutes
December 8, 2016**

Board Chair Wilcox called the meeting to order at 6:30 PM.

Members Present: Trustee Wilcox, Trustee Bennett, Trustee Cifelli, Trustee Perez, and Trustee Sanders

Members Absent: Trustee High, Trustee Martinez-Gomez, and Trustee Stanfa

Also Present: Mr. Menzies and Ms. Martin

Trustee Perez moved, and Trustee Sanders seconded a motion to approve the minutes of September 8, 2016. Motion carried.

Board Correspondence:

Board Chair: We received the e-rate funding. The library closed early last month due to the cold and HVAC needing repair.

Public Comments:

None.

Librarian's Report:

Mr. Menzies: We have had a mild winter until recently, but the HVAC system is very close to the end of its life. We have zone heating, which patrons complained about at Town Hall Meeting; it is warm in children's and arctic in the main floor. We also were waiting for parts for the air handler, we are concerned about having a maintenance agreement and having to pay for emergency calls; the service calls and parts are not free. The new construction areas may not have enough pressure coming out of the vents. We need to compare what we spent with Haynes Mechanical and Southwest Town Mechanical.

Trustee Bennett: We need to look into grants for switching to an energy efficient system, looking into solar panels and financing.

Trustee Cifelli: We need to determine how much in fees we spent over 2 years on HVAC and how much the library spends on emergency calls, also how much down time would the library need to work on HVAC. We need to ask for bids and start with a mechanical engineer. The library should have someone here to monitor the pipes when the weather is bad.

Mr. Menzies: We need to bring in a consultant or use a city recommendation. If we needed to close temporarily, we could open up a reading library.

Board Chair: We can look into an economic development site for a temporary home for the library.

Building Report:

None.

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Finance Committee:

Ms. Bennett: Inquired about the Ebsco bill and if it's been discontinued.

Comparative Report: The year-to-date expenses are \$409,244.71.

Per Capita Grant: The balance on hand as of November 2016 is \$10,906.23.

Trustee Perez moved, and Trustee Cifelli seconded a motion to approve the November 2016 bills. Motion carried.

Library Committee:

None.

Grants Committee:

None.

Hiring Committee:

None.

New Business:

None.

Old Business:

None.

Adjournment:

At 7:12 pm, Trustee Perez moved, and Trustee Bennett seconded, a motion to adjourn the meeting. Motion carried.

Ms. Lori Wilcox
Library Board Chair