

**Deerfield Public Library
Regular Meeting Minutes
March 17, 2010**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:03 p.m. Present Board members: President Ken Abosch, Ron Simon, Jeff Rivlin (delayed), Michael Goldberg, and Sunday Mueller. Village board liaison: Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

Mr. Simon made a motion to approve the consent agenda, which included Regular meeting minutes from February 17, the balance sheet, revenues and expenses, and finance report except for the check list, and a recommendation to eliminate the charge for serving food in the meeting room. The motion to accept the consent agenda was seconded by Ms. Mueller. The motion passed by the following vote: Ken Abosch – yes, Ron Simon – yes, Michael Goldberg – yes, Sunday Mueller - yes.

4. TREASURER'S REPORT

a) The treasurer's report was moved later on the agenda to allow time for the arrival of Mr. Rivlin. Mr. Abosch presented the current check list for approval, including electronic debits, Petty Cash checks 241-242, and General Fund checks 4791-4850 in the total amount of \$100,983.48. Mr. Rivlin arrived at this time, invited discussion of which there was none, and moved to approve the check list, seconded by Mr. Goldberg. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Michael Goldberg – yes, Sunday Mueller - yes.

b) The FY 2011 operating budget was presented for the second reading. Health insurance costs are running ahead of budget, a situation that is likely to continue into FY 2011. Ms. Pergander does not recommend revising the budget, but prefers to absorb the anticipated shortfall in the overall personnel budget. Mr. Simon moved to accept the FY 2011 operating budget, Ms. Mueller seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Michael Goldberg – yes, Sunday Mueller - yes.

5. LIBRARY DIRECTOR'S REPORT

Library staff members made progress in preparations to allow patron-generated holds for items currently available on shelf, and for the virtual consortium of libraries that will enable patrons to see into and seamlessly request things from a number of other excellent libraries. These services will go-live in March. The Interlibrary Loan function will move from the reference department to the Circulation department. The employee who is most affected has been involved in the planning for this. Plans were completed for the five Public Open Houses which will take place in early March. Plans include arrangements for tours, preparation of handouts and posters, room arrangements, coordination with the Citizen Input Group, etc. The second reading of the comprehensive Technology Plan is included on the agenda elsewhere. Circulation in February was 3.3% higher than one year ago. Circulation has begun collecting statistics about the directional or reference questions they answer each month. They responded to over 520 questions last month! To track the effectiveness of our shelving solutions, we are gathering more statistics. For example, in February it took 138 hours to shelve 91 carts of materials for Youth Services. We are continuing to report on the number of families selecting to restrict their children from accessing DVDs and videogames under the revised access policy. To date, we mailed 1800 letters and 800 postcards to Deerfield and reciprocal borrower households about the policy change. We have received 33 forms signed by parents restricting a total of 43

children from access. In Youth Services, the Friends of the Library have provided a new early literacy station which is already immensely popular. We are seeking a donor or funding resource to purchase another one to better meet demand. Two reference librarians will be leaving soon. The Head of reference has been exploring ways utilize a combination of librarians and library assistance in that department, following the model we have in all other service areas. New vending equipment has been installed, at no cost to the library, in the staff lounge. This provides snack and beverage choices for employees, and controls money handling, change, and dispensing. It has been very popular with staff. There are now over 8000 items available for downloading through MyMediaMall, including books, audiobooks, and video recordings. The Facilities Manager completed site visits and a survey of similarly-sized libraries and created a reduction to his departmental staff upon the retirement of his part time employee. Our Business Manager submitted a suggestion to NSLS suggesting a partnership with Rotary that could provide a funding alternative for intralibrary van services throughout the north suburban area.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on issues from the Village.

7. STRATEGIC PLAN DISCUSSION

a) Public open houses review

Ms. Pergander reported in Ms. Courtney absence. The Community Input Group (CIG), Board members, and staff successfully completed the first five open houses. Public attendance was lower than anticipated but response from attendees was very positive. Mr. Larson from Ehlers and Associates expressed concern that the results of the telephone survey may offer an incomplete or misleading picture of community sentiment because low attendance at the open houses did not generate significant buzz in the community. The Library will offer spontaneous tours in the coming weeks to target library visitors who could not attend open houses. These tours will take place at various times of the day and will be announced over the PA system and posted on signs in the Library. Many people have requested that the informational posters be kept on display. Possible locations are under consideration.

b) Plans for CIG – Board meeting regarding public feedback

A subgroup of the Community Input Group (CIG) will meet to tally the results of the feedback forms. The next steps will be for the CIG and board liaisons to meet to analyze the data and prepare a report for the CIG and full board outlining what was learned. Mr. Simon requested avoiding the week of spring break when scheduling the CIG/Board meetings. Mr. Abosch and Mr. Simon expressed appreciation for the CIG and staff for their hard work and professionalism. Many positive comments were expressed by open house attendees.

8. OLD BUSINESS

a) Final Technology Plan (annual goal) – Second reading

Ms. Pergander presented the final Technology Plan for the second reading. She reported that Rebecca Wolf, Head of Automation went beyond the requirement to create an outline of the technology plan and created a full draft. This plan will provide guidelines for the Library to keep up with but not lead technological trends, and provide community learning support to complement that offered by other service organizations. Ms. Mueller moved to accept the Technology Plan as presented to become the final plan; Mr. Simon seconded. The motion passed.

b) 4th of July parade planning

Ms. Pergander reported that Teen Librarian, Colleen Seisser's Teen Advisory Board (TAB) expressed interest in participating in the parade alone or with the board. The CIG would also like to be represented in the parade. The Library can purchase T-shirts to make the groups more visible. If approved, this additional Library representation in the parade offers some members of the Board an opportunity to be present in the Library to greet visitors, distribute water, and provide informational materials, while others are in the parade. This would be a

perfect chance to present a unified theme with parade giveaways, flyers, the informational posters, and a condensed version of the public process. The Board approved participation in the 4th of July parade by the groups.

c) External lighting installation – landscaping considerations

Facility Manager, George Simons and Ms. Pergander met with Village representatives Jeff Ryckaert, Jean Spagnoli, and Clint Case regarding the proposed temporary lighting on the west side of the building. The lighting was approved by the Village however, they recommend removing the trees or trimming them up to 20 feet to allow light to pass through the foliage. Ms. Pergander expressed concern over the possible damage to or loss of the trees and requested permission to consult an arborist. Mr. Abosch moved to approve mounting lights on the west side of the building and getting a recommendation and quote from an arborist regarding the tree removal or trimming. No action is to be taken on tree trimming or removal until the trees are in full leaf. Mr. Goldberg seconded. The motion passed.

9. NEW BUSINESS

a) Proposed goals for FY 2011

Ms. Pergander gathered input from the managers and recommends pursuit of two major goals for FY 2011: 1) Continue developing plans for a building project/remodel and, 2) Evaluate, plan, and if approved, implement Radio Frequency Identification (RFID). Possible additional goals may be chosen from a list of fifteen suggested by the management team. She also suggested that the following become standard operating practices rather than goals: 1) Providing outreach and programming, developing employees, 2) Revising policies and procedures, 3) Managing fiscal and other resources responsibly, and 4) Maintaining a safe, secure, and comfortable environment. The two major goals would be broken down into phases because they may take multiple years to complete. The Board requested more specific parameters to measure completion of phase one of RFID and a commitment to completion of a specified number of the fifteen optional goals. Ms. Pergander agreed to provide these specifications for the April board meeting. Mr. Abosch said that while some of the goals are loose, the board is demonstrating its trust in Ms. Pergander and the staff, their level of judgment, high standards, and accountability by considering the goals as presented. Ms. Pergander thanked the board for their trust.

b) Proposed salary ranges for 2011

Ms. Pergander proposed a one percent increase to each of the salary ranges except for pay grade 9, which will require a 2.75% increase to meet the new minimum wage requirement of \$8.25/hr. The board asked for and Ms. Pergander provided clarification of tasks performed at various pay grades. Some compression will result from the slight increase in the range coupled with the proposed low average increase of two percent. Ms. Pergander recommends performing a salary survey in FY 2011 to examine specific positions and verify that the Library's salary ranges are in line with similar organizations. Mr. Abosch recognized that the proposed increase is conservative, but considering budgetary constraints, is acceptable. Ms. Mueller moved to accept the salary range increase as proposed, Mr. Rivlin seconded, the motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Michael Goldberg – yes, Sunday Mueller - yes.

c) Ury proposal for fundraising event to benefit Library

Elizabeth Ury submitted a proposal for a summer fundraiser benefitting the Library, to be held in Jewett Park. The event would come when the community engagement process is at its peak and demand immense commitments for Board and staff time. The Board considered this very generous and heartfelt offer, but concluded that the timing is too difficult for event of this magnitude. Ms. Pergander will thank the family and ask to revisit the offer at a later date.

d) Discussion of possible bylaws change regarding officer term limits

Mr. Abosch reported a number of Board members have expressed concerns about changing Board leadership at this critical time. He has established relationships with Village leadership and momentum is growing toward the community engagement process and building project planning. He recognizes that continuity is important at this time. The current bylaws limit the

President to two consecutive one-year terms. The bylaws would need to be changed or temporarily suspended to allow for an additional consecutive Presidential term. The bylaws were changed several years ago to ensure opportunities for new leadership, something the Board believes should be maintained. Mr. Abosch would consider continuing as President if the Board affirms his level of engagement is acceptable and approves a change to the bylaws. Mr. Simon commended Mr. Abosch's leadership and recognized the time constraints all board members face. Mr. Goldberg asked if a one year temporary suspension of the bylaws would be possible, which would allow Mr. Abosch to serve as President until April 2012 while preserving the commitment to promote changing leadership. The Board agreed that a temporary change to the bylaws would be preferable. Ms. Pergander will contact the Library's attorney, Phil Lenzini, to clarify the parameters of a temporary suspension. She will ask if this change can be accomplished by making a temporary change or if it requires an amendment to the bylaws and report back to the board. In addition, as provided in the board's annual calendar, any Board member interested in serving as an officer should submit a letter of intent to run for office in advance of the April meeting, for inclusion in the April board packet.

10. EXECUTIVE SESSION

Mr. Goldberg made a motion to move into executive session to discuss personnel matters, as allowed by law, at 9:25. Mr. Simon seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Michael Goldberg – yes, Sunday Mueller - yes. The meeting moved into executive session.

11. The Board returned to open session following the discussion of personnel matters. The Board will continue the discussion of evaluation and compensation of the Library Director at the next meeting. Mr. Goldberg made a motion to adjourn at 10:37 p.m. Mr. Rivlin seconded. The meeting adjourned.

Ron Simon, Board Secretary