

**Deerfield Public Library
Regular Meeting Minutes
September 16, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:06. Present Board members: President Pro Tem Jeff Rivlin, Marla Bark Dembitz, Mary Courtney, Michael Goldberg. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin, Head of Youth Services Meg Anthony.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No guests addressed the board.

3. CONSENT AGENDA

- a) Ms. Courtney made a motion to approve the consent agenda, which included the regular meeting minutes from August 19, Finance Committee meeting minutes from August 19 and September 14, and items from New Business including:
- Proposed holiday event December 4
 - Proposed correction for holiday policy
 - Proposed dates for board meetings for 2010
 - Proposed dates for closings for 2010
 - Required change in wording for Victims' Economic Security and Safety Act (VESSA) policy
- Seconded by Mr. Goldberg. The motion was approved.

4. TREASURER'S REPORT

a. Current Check List

Ms. Dembitz made the motion, seconded by Mr. Goldberg, to approve the Check List, including the following: Electronic debit, Hicks scholarship checks 108-110, Petty Cash checks 217-220, and General Fund checks 4363-4430 in the total amount of \$301,349.29, of which \$200,000 is the check to create the new money market account. The checks were approved with the following vote: Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes.

Mr. Rivlin reported that additional reserve funds have been moved to the CDARS account. The General Fund Money Market account has been established. Interest rates remain low. The first CD to come due in the new investment program has been rolled into a one-year term CD at 1.1% interest.

b. Report from Finance Committee

i. Financial Advisor selection recommendation

Mr. Rivlin reported on the negotiations with Ehlers. The financial planning portion of the Ehlers proposal is advantageous; however, the package approach does not appear to offer a discount for the individual services proposed. Further exploration should be done to determine what is needed before contracting for the additional services. Therefore, the Finance Committee recommends that the Library engage Ehlers for financial services immediately, at a cost of \$12,225, and gather more information about the other proposed services to determine which will best serve the Library's needs. Ms. Courtney moved that the board accept the Finance Committee's recommendation for the Library to contract with Ehlers for Financial Services immediately, and gather more information about the other services to determine which additional services will best serve the Library's needs. Seconded by Ms. Dembitz. The motion passed by the following vote. Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes.

ii. Appropriations budget and levy request

The Library is using a two step process of creating an operating budget and an appropriations budget that includes a levy request. The Finance Committee reviewed the historic and trended tax rates and home values and examined three proposed budgets: a zero tax increase – or tax increase neutral, 5% tax increase, and 10% tax increase. Each option includes \$147,000 for taxing increment funding (TIF) recapture due to the expiring TIF district. The Finance Committee recommends that the board support a 10% increase to allow the Library to begin preparing to renovate/remodel the building and also preserve the Reserve Fund. Ms. Courtney thanked the Finance Committee for their preparatory

work and recommendations to the board. Ms. Dembitz moved to accept the Finance Committee's recommendation to support the 10% tax increase levy option, seconded by Ms. Courtney. The motion passed by the following vote.

Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported the following highlights from her written report: The launch of the new automation system has been very successful, and staff have remarked how much easier it was than they had anticipated. A few things still remain to be done, and there are daily adjustments. The project came in on time, on budget and with a more solid leadership team under the leadership of Head of Automation Rebecca Wolf. Due to being closed for the implementation, as well as extended loan periods for materials, there was a dip in circulation during August. Ms. Pergander met with the Village Planners and attended meetings related to the project approval process. The Planners made several helpful observations and suggestions. Until we are able to make the desired changes, a workroom is being reconfigured to fit additional staff members, provide for better cross-departmental communication, and implement and evaluate one of the design suggestions for the remodeling. This change will also allow two managers to share a semi-private workspace. We received a large payment for overdue materials from a local organization, clearing the account. Of the many outreach and programming activities mentioned in the written report, Ms. Pergander noted the Farmer's Market visits, preschool visits, and the offering of storytimes at the Panera in Bannockburn. Ms. Pergander also noted that updated cost projections for the possible remodel vs. a new-building option are in the board packet.

6. VILLAGE LIAISON REPORT

7. STRATEGIC PLAN DISCUSSION

a. Report of meetings with officials

The meeting with officials from Village of Bannockburn went very well. The Village Clerk is working on an equitable and legal solution to provide library service to residents of Bannockburn. Also, Mr. Goldberg, Mr. Abosch and Ms. Pergander will meet with the school principal to continue the discussion she initiated.

The Board discussed the possibility of having Mr. Abosch, Ms. Courtney, and Ms. Pergander meet with the Committee of the Whole of the Deerfield Village Board to present the results of the architect report in person.

b. Plans for community presentation September 22 at Patty Turner Senior Center.

The presentation will be made by Randall Gibson from PSA Dewberry and Mr. Abosch. PSA Dewberry has prepared a PowerPoint presentation for the evening. Blank note cards for questions will be distributed as people enter. The note cards with questions will be gathered by library staff members and given to Ms. Pergander who will sort them to eliminate duplicate questions and pass them along to the board. Mr. Abosch will read and answer the questions or refer them to Mr. Gibson as appropriate.

Ms. Courtney asked if it would be possible to see a version of the PowerPoint prior to the presentation. Ms. Pergander will contact PSA Dewberry to make the request.

8. OLD BUSINESS

a. Revised Solicitation policy

Ms. Dembitz moved to accept the revised solicitation policy, which restricts soliciting and petitioning activities and prohibits them on library property. Seconded by Mr. Rivlin.

The motion passed by the following vote:

Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – no

b. Friends of Deerfield Public Library response regarding train station books.

The Friends have agreed to delivering an additional 50 books per week to the train station paperback spinner, and have adopted the philosophy of "take one, leave one." The changes appear to have been positively received.

c. Per capita grant update

In late August, the Library received the Per Capita Grant check promised last March. Next year's per capita grant funding will be cut by 16%.

9. NEW BUSINESS

a. Presentation by Head of Youth Services Meg Anthony

Ms. Anthony presented highlights from the Youth Services Department. The new furnishings have been well received by the public. Visits to the department have increased dramatically and circulation of youth materials has increased by nearly 50% over the past two years. Storytimes, both onsite and offsite, are offered nearly every week day or evening. New partnerships have been developed with several area schools and outreach to underserved populations including homeschooled families is underway. The Board congratulated Ms. Anthony on her department's success and thanked her for her outstanding efforts.

b. Robbins Public Library concerns

Tabled.

c. Proposed Holiday event December

Approved in consent agenda – no discussion

d. Proposed correction for holiday pay

Approved in consent agenda – no discussion

e. Proposed dates for board meetings for 2010

Approved in consent agenda – no discussion

f. Proposed dates for closings for 2010

Approved in consent agenda – no discussion

g. Required change in wording for Victims' Economic Security and Safety Act (VESSA) policy.

Approved in consent agenda – no discussion

10. OTHER

Mr. Goldberg made a motion to adjourn at 8:12. Ms. Courtney seconded. The meeting was adjourned.

Ron Simon, Board Secretary