

**Deerfield Public Library
Regular Meeting Minutes
January 20, 2010**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:01. Present Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Mary Courtney, Marla Bark Dembitz, 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. Abosch asked if there were any discussion items from the consent agenda. There was no discussion and Mr. Simon made a motion to approve the consent agenda, which included:

- Regular meeting minutes from December 16
- Strategic Planning Meeting minutes from January 9
- Closed meeting minutes from December 16
- Balance sheet, revenues and expenses, and finance report except for the check list
- Recommendation to add tote bags and other three dimensional items to the Circulation Policy
- Recommendation to change Meeting Room Policy to grandfather "groups that have been meeting at the Library on a regular basis for five years or more will retain the privilege of booking meeting rooms beyond the present three month limit as long as they adhere to their established schedule."
- Recommendation defining Ehlers scope of engagement for public process to include
 - 1) Development of written materials, press releases, and other information pieces as defined in the memo: \$9224
 - 2) Organizing and supervising the public open houses including information boards as defined in the memo: \$7135 for the first set, \$5025 for the second set, and
 - 3) Assist the Board in organizing the task force as defined in the memo: \$4000 to \$5,000 maximum.

The motion to accept the consent agenda was seconded by Ms. Dembitz. Mr. Abosch called for a voice vote. The motion passed by the following vote. Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Marla Dembitz, - yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller - yes.

4. TREASURER'S REPORT

Mr. Rivlin presented the Current Check List for approval, including electronic debits, Hicks Scholarship checks 111-114, Petty Cash checks 235-238, and General Fund checks 4653-4723 in the total amount of \$60,476.64. Ms. Dembitz moved to approve the check list, seconded by Mr. Goldberg. The checks were approved with the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Marla Dembitz, - yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller - yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported highlights from her monthly report: Month-long preparations readied magazines to circulate, beginning January 4. Planning for the public open houses is underway. Representatives of the Library attended both tax hearings, and announced the reduction in the levy request. The final comparison of potential project costs for the architect and the cost estimator was completed for discussion at this board meeting. There will be a draft of the

Technology Plan for the February Board meeting. During the year 2009 the Library circulated 440,000 items, a large step toward the goal of 500,000. Teen circulation has reached 570 per month. Interestingly, this is the first month non-print circulation has surpassed print circulation in the entire library. Circulation of audiotapes (42-Dec.) and VHS (109-Dec.) tapes are so low we will likely end these formats by the end of 2010. In contrast we circulated nearly 13,000 DVDs in December. With increased circulation we have faced challenges getting materials re-shelved in a timely manner, particularly in the YS department. A special team was formed to identify solutions and implement them. There were 126 new Deerfield resident library cards issued in December. Also, 63 new reciprocal borrowers were registered. We are continuing our investigation of soda thefts. A local health organization provided free chair massages for staff members. As suggested by the Board, the Library is providing a session on MyMediaMall which will be a how-to session for downloadable e-books and e-audiobooks. The Juvenile DVD-Videogame policy is changing on March 1. To alert all parents a personalized letter and form for requesting future restricted access will be sent to each household with children who have library cards and whose privileges are currently restricted. A postcard will be sent to households of children who have library cards and whose privileges are not currently restricted. Parents may change their child's access at any time now or in the future. In addition, this information will be shared with parents on our website, in the Youth Services department, and through the PTO and our own newsletters. To involve more employees in technology planning, Head of Automation Rebecca Wolf is forming a technology discussion group for employees. Interested staff members completed a short essay describing their interests. The group begins in February. The virtual consortium LINK-in, which will allow our patrons to access the catalogs and items of other area libraries (and vice versa), will go live on April 1. The Disaster Manual is being revised to better define the role of person in Charge and other aspects. It will be sent to the Board for approval when the redraft is complete. There were 27 outreach activities in December – library staff members providing services in the community. We developed a chart of types of book clubs and available Library support for each type. This has already been shared with an existing book group looking for additional support. We look forward to offering differing levels of support for other clubs as well. Sadly, North Suburban Library System has announced a staff reduction of four positions, including some with whom we have interacted regularly.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on the tax hearing and Village tax levy request.

7. STRATEGIC PLAN DISCUSSION

a) Summary of January 9 Strategic Planning Committee and recommendations to the full board. Ms. Courtney summarized the minutes from the Strategic Planning Committee meeting and made a motion to approve the committee's recommendation to form a task force/advisory group made of approximately 10 to 20 citizens of Deerfield to guide the Board for a fixed period of time in the collection of input from the public, and to decipher the feedback, and discuss the options with the Board to arrive at consensus. Mr. Rivlin seconded. The motion passed. The chosen name is Community Input Group.

b) Mr. Abosch reported on the discussion with the Village leadership on January 19, saying he sensed positive warm feelings from those present and was pleased with the process of information sharing. The Board congratulated Mr. Abosch and agreed that the message they heard was that the Village is ready to support the Library.

c) Plan for identifying and contacting potential Community Input Group members. Board members suggested potential members of the group. Some suggested persons do not necessarily reside in incorporated Deerfield, but could provide valuable input to the discussion. The Board agreed that these individuals should be contacted to assess their interest and

availability. Each Board member will contact his or her suggested persons between January 21 and January 28. The Board members will confirm group members who agree to participate with Ms. Pergander by January 29 so confirmation letters can be mailed in advance of the first meeting.

d) Establish potential dates for orienting task force members.

February 10 at 7:00 p.m. was chosen for the initial orientation meeting of the Community Input Group. The meeting will be held in the large meeting room.

e) Establish potential dates and possible locations for orienting task force members.

Steve Larson of Ehlers recommends five public meetings during late February or early March. Sessions for five dates will be chosen at different times of the day beginning March 3. Each meeting will have Board representation. Ms. Dembitz and Mr. Goldberg will attend the March 3 meeting.

f) Cost estimator assessment of remodeling project and related costs.

Ms. Pergander outlined the summary and side by side comparison of the estimates prepared by Construction Resources Management (CRM) and PSA Dewberry (PSA). The Board thanked Ms. Pergander for the complementary information which clarified assumptions made when creating cost estimates. CRM only estimated the construction cost of the project. PSA included other costs in their initial estimate. Ms. Pergander also stressed that both CRM and PSA recommended that these documents be used for budget planning and not a cost estimates. The level of detail needed for a true cost estimate does not yet exist. This additional information helped the Board to attain a level of comfort needed to move ahead with the project to begin a building program, site investigation, and design phase.

g) Selection of Architect for Phase Two.

The Board expressed confidence in PSA Dewberry and recognized that the second choice architectural firm during the selection process has since merged with PSA. Ms. Courtney made a motion to select PSA Dewberry for Phase Two of the building project. Mr. Goldberg seconded. The motion passed with the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Marla Dembitz, - yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller - yes.

Ms. Courtney recognized moving to Phase Two as an important moment and congratulated the Board for their progress. Mr. Simon acknowledged the unanimous decision that was reached through a process that respected all opinions. Taking the time needed to reach solidarity was very important. The Board thanked Ms. Pergander for her leadership and hard work.

8. OLD BUSINESS

a) Honoring the memory of former Trustee David Wolff at January concert.

The concert to honor Mr. Wolff will be held at the Patty Turner Senior Center on January 24 at 2:00 p.m. Mr. Abosch will make a short address, followed by presentation of the plaque to Mr. Wolff's family. Board members were invited to share thoughts they wished to contribute to the speech.

9. NEW BUSINESS

a) The Village is holding a final meeting regarding the expiring TIF district. The meeting is scheduled on Tuesday, February 9 at 10:00 a.m. at the Village Hall. Ms. Pergander will attend.

Ms. Dembitz made a motion to adjourn at 8:50 p.m. Mr. Rivlin seconded. The meeting adjourned.

Ron Simon, Board Secretary