

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

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:03. 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, Ehlers and Associates consultant Steve Larson.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

Ms. Dembitz made a motion to approve the consent agenda, which included:

- Regular meeting minutes from January 20
- Finance Committee meeting minutes from February 4
- The balance sheet, revenues and expenses, and financial variance report except for the check list
- Receipt of the Kline Family Foundation check for \$10,000
- Review of the Investment Policy and recommendation to approve without changes
- Per Capita Grant update – announcement of funds of \$18,808.66 to be released
- Recommended change in Circulation policy to allow patron self-initiated holds on available library materials
- Recommendation to purchase staff scheduling software

The motion to accept the consent agenda was seconded by Ms. Courtney. 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.

The meeting agenda was modified to allow Mr. Larson to address the board regarding all items in the Strategic Plan Discussion section of the agenda.

a) Update regarding Citizen Input Group and b) Plans for CIG training sessions (combined for the discussion)

The initial Community Input Group meetings yielded 24 members. Contact, availability, and interest information was compiled and used to schedule the next round of meetings. The first training session will be held Thursday, February 18. Mr. Simon and Ms. Mueller will lead this meeting which will include a short formal presentation, a training session, and a tour. Ms. Mueller will approach potential co-chairs to assess interest and invite them to a separate meeting to define the responsibilities of persons serving in this role, which will be chiefly procedural in nature. For CIG-related coordination efforts, Mr. Simon, Ms. Courtney, Ms. Pergander and the two CIG co-chairs will coordinate efforts for planning purposes. However, consistent with the goal of a broad range of feedback, Mr. Goldberg emphasized that communication and input will be sought from all CIG members about feedback, options, etc., not only through the co-chairs. Other board members concurred.

c) Update on plans for public meetings

According to Mr. Larson, the public information process is proceeding well. More financial details, questions and answers, and facts are needed to prepare information boards for the meetings, which begin March 3. People wishing to attend a meeting are encouraged to register since each session is limited to 40 attendees. Each session will include a short formal presentation by board members and time to view and discuss with board or CIG members the information boards. Attendees will also be divided into groups of ten and taken on tours of the Library. Feedback forms will be collected by CIG members. Mr. Larson and Ms. Pergander will

prepare a schedule of meetings and the content of the formal presentations and distribute it to board members in advance of the first meeting.

d) Preliminary bond schedules from Ehlers

Mr. Larson prepared preliminary bond schedules for estimated costs related to three of the four project options. Examples of cost to homeowners assume 20 year level debt service bonds with interest rates of .75% over the current AAA scale for tax exempt bonds and an average home value of \$539,000. These schedules will be modified when new information becomes available from the architects. The information will be included on the information boards for the public meetings.

e) Use of Reserves for project

The Library has accumulated reserves of \$3.4 million for capital replacements. Because this project will include capital improvements, Mr. Larson recommends that a portion of the reserves be used toward the project. The Library should continue to maintain a reserve of no less than three months of operating costs and some funds toward future capital replacements. Ms. Mueller moved to plan to apply up to \$2 million of the Reserve Fund to capital replacement costs related to the project. Mr. Simon seconded. 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.

f) Projected costs for project options

The architects are preparing new numbers for four project options. Mr. Ehlers anticipates possible ranges as follows.

- Option 1 – Replace aging systems, meet building code standards, and comply with Americans with Disabilities Act (ADA) codes – \$2 to \$4 million
- Option 2 – all items in Option 1 and redecoration with no space expansion - \$5 to \$7 million
- Option 3 – all items in Option 2 and an addition of about 10,000 square feet - \$14 to \$15.5 million
- Option 4 – a new building of approximately 42,000 square feet - \$18.5 to \$20 million

The architect projections will include variable costs of moving, renting temporary space, and cost escalation. They will also take into consideration the impact of a changing economic environment. Ms. Pergander will disseminate information from the architect to the board when it arrives. Barring any significant variation from previously discussed numbers, the board approved use of the updated architect project cost estimates for CIG and public meetings. Mr. Larson will prepare schedules with and without the use of Library reserves as discussed above.

4. TREASURER'S REPORT

a) Mr. Rivlin presented the Current Check List for approval, including electronic debits, Petty Cash checks 239-240, and General Fund checks 4724-4790 in the total amount of \$52,004.26. Ms. Dembitz moved to approve the check list, seconded by Ms. Courtney. 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.

b) Finance Committee recommendation for operating budget

The Finance Committee recommended approval of the revised operating budget for FY2011. Ms. Pergander explained that the \$147,000 TIF surplus distribution budgeted for 2011 actually was received this week, in 2010, and the amount received was \$153,000. The budget included a provision allowing up to \$153,000 toward a possible RFID project. Ms. Mueller recommended that the TIF surplus still be considered a “set aside” for the purposes of a possible RFID project. The Board emphasized and Ms. Pergander understood that this is not permission to proceed with RFID. A careful assessment of the needs, costs, and timing must be completed and presented to the board for possible approval in advance. Ms. Dembitz made a motion to accept the budget changes as recommended. Seconded by Ms. Mueller. The motion was approved, and the budget will return for a second reading and possible approval at the March board

meeting. It is due to the Village for inclusion in the Village budget immediately following the March meeting.

c) Action on maturing one-year CD (March 4)

After reviewing the CD interest rates and possible options, the Board Treasurer Mr. Rivlin reported plans to renew the CD for another year. The authority to act is provided in the Investment Policy.

In addition, the Hicks Grants CD is approaching the maturity date. There is only \$1400 in cash for use in Hicks Grants; the rest is in the CD. The current CD term is one year. A one year roll-over would make less money available for grants than has recently been approved. The Board reviewed interest rates for various maturity terms and principal amounts. Ms. Mueller made a motion to commit only \$10,000 of the current \$15,000 to a CD, for a term of one year. The remainder is to move back to the cash account for the Hicks Grants. Seconded by Mr. Rivlin. 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.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported that Circulation was over 40,000 items in February. In response to an earlier board request, she reported that 22% of patrons have email notification. There are currently 10,724 Deerfield resident cardholders, and 14,570 total patrons. The Library staff participated in Snapshot Day on February 10, a statewide effort to showcase what a typical library day involves. The staff is preparing to go-live with LINK-in, the virtual consortium that will allow our patrons access to the materials of at least five other excellent libraries. In addition, we are going live with patron-initiated holds and moving holds out to the public area so they are self-serve. We expect these changes to be very popular with patrons.

6. VILLAGE LIAISON REPORT

Mr. Seiden shared news of the Village with the Board.

7. STRATEGIC PLAN DISCUSSION

See above.

8. OLD BUSINESS

None

9. NEW BUSINESS

a) Recommendations for phone survey vendor.

As a part of the public engagement process, the Library plans to use a consultant to conduct a telephone survey of Deerfield residents. Three possible vendors were contacted, two of which submitted proposals. Ms. Pergander recommends that, based on previous experience, perceived alignment of the proposals with the Library's objectives, and the opportunity to compare data from this survey to a previous phone survey, the board contract with Northern Illinois University Public Opinion Laboratory for the survey at a base cost of \$17,127, with an optional presentation to the board for \$1,000.

Ms. Courtney moved to contract with NIU Public Opinion Laboratory for a public opinion poll and presentation to the board at a cost not to exceed \$18,127. Ms. Dembitz seconded. 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.

b) Possible change of date for April Board meeting to April 14 or April 28

Ms. Pergander cannot attend the April board meeting. April 14 is the preferred date to get the vendor checks out in a timely fashion. Mr. Simon made a motion to move the April board meeting from April 22 to April 14 unless doing so creates serious conflicts for the board

members. Mr. Goldberg seconded. The motion passed. Ms. Pergander will assure that public notice is made in a timely manner.

c) DRAFT Technology Plan in fulfillment of annual goal

Rebecca Wolf, Head of Automation, prepared a comprehensive Technology Plan. This report exceeds the annual goal to provide an *outline* for a comprehensive technology plan. Ms. Pergander presented highlights including a commitment to keep up with but not lead the technology curve, add computers to youth services, protect the servers, and provide additional technology training for the staff and public. The board asked what level of technology training will be provided to patrons. Ms. Pergander recommended that the library complement but not duplicate that offered by the Senior Center and High School. She does not consider this to be a primary role for the Library. Its inclusion in the technology plan provides a foundation from which to seek talent in the hiring process. There were no recommended changes or additions to the plan. A second reading of the technology plan will be made at the March meeting.

d) Recommendation for purchase of computers and related items

Consistent with aspects of the technology plan, Ms. Pergander recommended the purchase, configuration, and installation of 25 additional computers, a server rack with built-in cooling, and software and other related peripherals at a total cost of \$34,717. The recommendation, created by Ms. Wolf, Head of Automation, recommends purchasing some of these items from vendors pre-qualified by the State of Illinois as low bidders. Ms. Mueller moved to accept the expenditures as proposed, Ms. Dembitz seconded. 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.

e) FOIA training update with proposed public body description and form

Ms. Pergander, Ms. Dolin, and Ms. Dembitz attended the Freedom of Information Act (FOIA) training at NSLS in January. Mr. Goldberg is the board FOIA representative. A draft of proposed language for the Public Body Description, Organizational Chart, and FOIA request form were presented for board review. Mr. Goldberg moved to adopt the language for public use. Ms. Dembitz seconded, and the motion passed.

f) 4th of July parade planning

The board agreed to participate in the community 4th of July parade, which will occur at an ideal time in the public engagement process. Mr. Goldberg will provide a car. The Community Input Group will be invited to participate. A request will be made for the Library to be closer to the front of the parade. Giveaways will be sought to promote the Library and the proposed project.

g) External lighting option quote

The lighting on the west side of the Library has been out for a number of years and cannot be repaired at a reasonable cost. The lack of light creates a dangerous situation, particularly in the winter when it gets dark earlier in the evening. A quote was sought for an inexpensive lighting option similar to that in the back of the police station. If this option is chosen, it may have to be approved by the Appearance Commission. Mr. Abosch moved to give Ms. Pergander authorization to have this lighting installed pending Appearance Commission approval, if needed. Ms. Sunday seconded. 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.

Ms. Dembitz made a motion to adjourn at 9:47 p.m. Ms. Courtney seconded. The meeting adjourned.