

**Deerfield Public Library**  
**Regular Meeting Minutes**  
**May 18, 2011**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:03 p.m.

Present Board members: Ken Abosch – President, Mary Courtney, Michael Goldberg (departed at 9:30 p.m.), Sunday Mueller, Jeff Rivlin, and Ron Simon (arrived 7:30 p.m.). Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Guests: Kent Street - Village Manager, Jerry Aulisio – Owner's Representative

2. OATH OF OFFICE

Mr. Abosch and Mr. Simon were re-elected to the Library Board in April. Mr. Street swore Mr. Abosch into office for his new six year term. Mr. Simon will be sworn in at a later date.

Mr. Abosch moved to item 12.b) Appointment to open Library Board seat.

Ms. Mueller's term ended in April, 2011 and no other candidates ran for the open seat. The Board requested that Ms. Mueller continue to serve on the Board. Ms. Mueller agreed, and was appointed to the vacant seat until the next election, as allowed by law. Ms. Mueller will be sworn in at a later date.

3. ELECTION OF OFFICERS

One letter of self-nomination for each of the Board Officer positions were previously submitted to Ms. Pergander: Mr. Abosch for President, Mr. Simon for Secretary, and Ms. Mueller for Treasurer (if she was re-appointed to the Board). Mr. Abosch called for additional nominations. There were none. Ms. Courtney moved to nominate the slate of candidates to the positions above. Mr. Goldberg seconded. The motion passed and the officers were appointed.

As he has stated before, Mr. Abosch agreed to continue as president only at the full Board's approval. The proposed Bylaws include officer term limits, which preclude repeated terms as Board President. The Board members reiterated their approval of Mr. Abosch's performance and thanked him for agreeing to continue as Board president.

4. COMMITTEE APPOINTMENTS

(Discussed after Mr. Simon arrived at 7:30 p.m.)

All committees will continue with the same members. Some revisions are needed in the definitions of committee assignments and the format will be changed so all committees fit on one page. The Communication Committee will continue as ad hoc, focusing on the Library Improvement Plan communications.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Deerfield resident Mr. Rick Lynn recommended that the Library purchase the Border's Bookstore site for use as the Library's main site. Since the Borders is smaller than the current Library building, he proposed converting the main floor of the existing Library building to meeting space and using the lower level as book storage.

Mr. Rob Rowe represents the owner of the Border's building and said the 10-year-old; 25,000 square foot building is available for purchase at \$8 million. It may also be available for long term lease at \$27 per square foot. The owner is only interested in selling the building at this time, not in a short term lease for use as a temporary site.

Board members thanked the pair for coming to share their suggestions with the Board. Mr. Abosch said he would let them know of the Board's response.

6. CONSENT AGENDA

- a) Minutes – April 16 Design Process Task Force, April 20 Regular Meeting, April 20 Finance Committee, and May 11 Policy Committee.
- b) Balance sheet, Revenues and Expenses, and Financial Variance Report, except the checklist
- c) Approval of Owner’s Representative letter of agreement/contract
- d) Renewal of non-resident fee policy and practices
- e) Approval of Illinois Public Library Annual Report
- f) Re-approval of the Ethics Ordinance (no changes)

Ms. Pergander requested that item c) Approval of Owner’s Representative letter of agreement/contract be removed from the consent agenda for discussion.

Mr. Goldberg made a motion to accept the consent agenda with item c) removed. Mr. Rivlin seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, and Jeff Rivlin - yes.

Item c) Approval of Owner’s Representative letter of agreement/contract discussion

Through correspondence, the Library attorney Phil Lenzini recommended incorporating the amended costs into the agreement rather than having them listed separately in an addendum. The letter of agreement was amended to include the actual costs as negotiated by the Board. Mr. Rivlin moved to approve the AT Group agreement with changes as amended. Ms. Mueller seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, and Jeff Rivlin - yes.

## 7. TREASURER’S REPORT

- a) Current checklist  
Expenditures ran higher than usual again this month, and include a large check to PSA Dewberry for expenses related to the Library Improvement Plan. Mr. Rivlin asked about a check to WILIUG, which is a user group for the automation system. Ms. Mueller made a motion to accept the checklist, which includes electronic debits, Petty Cash checks 287-290, and General Fund checks 5874-5943, in the amount of \$192,669.78. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, and Jeff Rivlin - yes.  
Mr. Simon arrived after the vote.
- b) Update on municipal bonds  
Preparations are underway to meet the timetable set by Ehlers to issue bonds in August. The Village will issue bank qualified bonds, one for the Library for just under \$6 million and the other for the Village for \$4 million. Another issue for the remainder of the Library’s bond funding will be done later. Rates have improved due to a lack of issuance. The Library has a time and materials agreement with Ehlers and Associates. The Ehlers invoice was higher than anticipated. Ms. Pergander will work with Mr. Larson to define the firm’s responsibilities more clearly.
- c) Resolution requesting Village issue of bonds on the Library’s behalf  
A draft of the resolution is being written by the bond attorney for review. It should be ready for the June regular Board meeting. Mr. Abosch asked if it will need a first and second reading. Ms. Pergander will investigate and schedule a Special Board Meeting, if necessary. Library Board presence may be needed at the August 1 Village Board meeting for the first reading before the August 15 bond issue. Ms. Pergander will confirm with the Village.
- d) Discussion of certificates of deposit nearing maturity and cash flow needs  
Five \$150,000 Reserve Fund CDARS certificates of deposit are coming due between June and September. Ms. Mueller suggested allowing them to roll out and be moved into the Illinois Funds Reserve accounts until October when decisions will be made about how to manage the bond proceeds and other Reserve funds. The Board agreed.
- e) Per Capita Grant revenues analysis – Assessing whether revenues meet community needs  
Ms. Mueller reviewed recent Board activities to analyze community needs and the resulting efforts to successfully pass the advisory referendum to secure bond funding to renovate and

expand the Library building. Ms. Dolin proposed language to respond to the requirement in the Per Capita Grant. The Board approved the use of this language as drafted.

f) Proposed (draft) Revenues and Expense format for FY 2012

The Board approved a revised Revenue and Expense format that collapses detail in certain operating revenues and expenditure lines to allow room for capital revenues and expenditures related to the Library Improvement Project.

8. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported the following highlights:

RFID has gone live for self-checkout for the public. Representatives of the Friends, community and Board were present for the launch. Even Cookie Mouse made an appearance to try it out. Former Head of Automation Rebecca Wolf has accepted the position of Assistant Director/Operations. She will be responsible for Automation, Tech Services, Circulation, and Facilities in addition to other house-wide responsibilities. She is NOT the person in charge in Mary's absence, however. The Head of Reference has that responsibility. Business Manager Carol Dolin has announced she is leaving to pursue her desired career as a Librarian, having completed her MLS degree. She has thoughtfully offered two to three months of transition time, and an Interim is being sought. Circulation Manager Matt Warnock has accepted the exciting role of Circulation manager at the new Regenstein Library at the University of Chicago. We have received 46 applications for the position for across the US. The Head of Reference Emily Compton-Dzak has a new baby and returns in July. Head of Youth Services Meg Anthony and her husband are expecting a baby in the fall. Librarian Renee Grassi won an award from the NSSSED for the Library for her story times for children with special needs. In other news, there were only 11 unattended children incidents in the month, compared to the previous 26 incidents. We have completed the installation of the new security cameras and already had an opportunity to review the recording related to an incident. There was an all-staff education session presented by a former Chief of Police about working with patron behaviors and being safe in many types of situations. A second session is strongly desired. Two staff members and I met with police staff including the social worker to determine a more effective means of communicating with a specific patron who was recently banned. In addition, Chief Sliozis has had place officers begin regular patrols through the Library as part of community service. The cold drink machine has been installed and is already popular. We have some concerns that we are not covering costs for the coffee machine, though and a report will be forthcoming. Outreach Coordinator Jody Wilson met with representatives of School District 109 about the possibility of offering textbooks on-site or virtually. The Chicago Botanic Gardens is offering free parking to Deerfield library patrons at the Garden on Sunday June 12.

a) Personnel update (executive session)

b) Reminder: Fine Arts Preview party and business after hours Friday, June 3

The Fine Arts Preview party and business after hours will be held on Friday, June 3 from 6:00 to 8:00 p.m. The Board is invited to attend. Mr. Rivlin and his wife will attend. Mr. Abosch, Ms. Mueller, and Mr. Simon may also be able to attend.

9. VILLAGE LIAISON REPORT

Mr. Seiden was not present. Ms. Pergander extended an invitation on his behalf to the Board, Ms. Pergander, and Ms. Dolin to attend a social gathering following the June Board meeting.

10. STRATEGIC PLAN DISCUSSION

a) Owner's Representative report

i) Project schedule

Mr. Aulisio outlined the project schedule, which is an extension of PSA Dewberry's with construction added. Some activities are entered with best case scenario time increments, and others have one-day increments as placeholders. As information becomes available the guidelines will convert to critical path, with firm dates that will be pushed back day for day if target dates are not met. Approval dates will tie in to regular Board meetings. Project

committees will meet to formulate recommendations to the full Board to expedite the decision making process.

ii) Construction management recommendation and discussion

Ms. Pergander and Mr. Aulisio spoke previously with Mr. Lenzini regarding the use of a construction manager (CM) and guaranteed maximum price (GMP). There are four categories of costs with construction management services:

- a. Pre-construction – the cost to price and/or bid the required construction work
- b. General conditions – the cost for jobsite supervisory personnel, equipment, and direct project costs
- c. Trades costs – the cost of subcontracts for specific trades that will be performing the work
- d. Profit & Overhead

As long as the construction trade costs go out for bid, Mr. Lenzini is satisfied that CM at Risk with GMP is legal. Mr. Aulisio recommends using CM at Risk for the following reasons:

- a. Builder becomes part of the team
- b. Critical cost and schedule issues are identified early and resolved
- c. Renovation unknowns can be identified and the scope can be covered in the GMP
- d. Competitive pricing is maintained at all levels
- e. Potential for change orders is minimized
- f. Savings accrue to the Owner
- g. Risk of the work still lies with the builder

The Architect and CM contracts will be crosschecked to eliminate overlapping services, including cost estimation, which will be done by an independent firm four times during the project. Mr. Simon moved to accept the AT Group recommendation to pursue Construction Management Services through an RFQ with the goal of selecting a CM at Risk with a GMP. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon – yes.

iii) Board priorities for off-site location programs and services

Ms. Pergander distributed a list of questions to the Board to prioritize services to be provided in the temporary location. Mr. Aulisio requires this information to begin the search for an appropriate space. Ms. Courtney recommended Ms. Pergander and the staff create a recommendation to be presented at a committee meeting. The committee will formulate a recommendation to the full Board for approval.

b) Review of patron-recommended alternative

The Board discussed Mr. Lynn's and Mr. Rowe's recommendation for purchasing Borders as a second Library site. They noted that the community approved the renovation and expansion of the current Library building. Purchasing Borders does not fit with the Library Improvement Plan as it was presented to the community. Borders may work as a temporary site if it is still available when the Library is ready to move. Ms. Pergander will contact Mr. Lynn about the Board's decision.

c) Possible lighted walkway intergovernmental project

The Board considered a proposal to create a lighted pathway between the Jewett Park parking lot on Hazel and the stairway at the west end of the Library property. This is not an ideal solution, but could be a step toward a more comprehensive plan for safe pedestrian movement to be undertaken by the quadrant as a whole. Ms. Mueller moved to engage CRM for the cost estimation for the Library Improvement Plan and a lighted walkway between the stairs at the west end of the Library property and the Jewett Park parking lot on Hazel. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon – yes.

d) May 16, 7:00 p.m. Update Meeting with Village Trustees

Mr. Abosch outlined information shared at the Village Board meeting on May 16. The Village Board expressed their support for the project. The first filing with the commissions will be June 9 and June 25.

#### 11. OLD BUSINESS

- a) Security camera update and consultant selection  
The security cameras and signs notifying patrons and staff have been installed and are working as promised.

#### 12. NEW BUSINESS

- a) Recommendation regarding Bylaws (First reading)  
Ms. Dembitz revised the Bylaws, which were approved by the Policy Committee and sent out for legal review. Mr. Lenzini updated references to ordinances as necessary. The Policy Committee recommends approval of the first reading of the Bylaws as presented, with changes recommended by legal counsel. Mr. Simon inquired about the presidential term limit, which was included in the revised Bylaws. The revised Bylaws take effect next month at the second reading. Presidential term limits can be removed tonight or at the second reading, if desired. The Board retained the presidential term limit and may consider the issue again at the second reading. There will be no effect on the current appointment of officers.
- b) Appointment to open Library Board seat  
As discussed earlier in the meeting, Ms. Mueller was reappointed to the Board for a two-year term.
- c) Recommendation regarding banned patron  
A male patron was previously banned for threatening behavior toward a staff member. All staff received training earlier this month about how to handle such situations, and additional training is being undertaken for the staff involved in the incident. Ms. Pergander recommends removing the ban, but providing guidelines and time limits as suggested by police social service personnel familiar with the patron. This is intended to assist the patron in meeting the Library's Patron Policy and the staff in developing effective ways to interact with the patron. Ms. Mueller moved to reinstate the patron privileges with parameters for both the patron and staff as recommended. Ms. Courtney seconded. The motion passed.

#### 13. EXECUTIVE SESSION

Ms. Courtney made a motion to move into Executive Session at 9:44 p.m. to discuss legal and personnel issues as allowed by law. Mr. Rivlin seconded. The motion passed. Ms. Courtney departed.

The Board returned to open session at 10:56.

#### 14. ADJOURNMENT

There being no further business, Ms. Mueller made a motion to adjourn, seconded by Mr. Simon. The meeting was adjourned.