

**Deerfield Public Library  
Regular Meeting Minutes  
June 16, 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, Marla Bark Dembitz, Michael Goldberg, and Sunday Mueller. Village board liaison: Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

Guests: Circulation Manager Matt Warnock, Library Consultant Polly Koenigsknecht, PSA Dewberry architect Doug Pfeiffer.

**2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

None.

**3. CONSENT AGENDA**

- a) Minutes – May 19 Regular Board Meeting, May 26 Committee of the Whole, June 2 Special Board Meeting, June 2 Communications Committee.
- b) Balance sheet/Revenues and Expenses/Financial variance report except the Check List
- d) Annual renewal of the year end paid time off liability and accrued payroll adjustment for the auditors
- e) Recommendation to approve the Library Bulletin Board and Display Space, and Business Library Card policies
- f) Recommendation to approve changes to the Participation Liability Waiver

The Social Networking Policy was removed from the consent agenda for further discussion later in the meeting. Ms. Dembitz made a motion to approve the consent agenda without the Social Networking Policy. Mr. Simon seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Jeff Rivlin - yes, Marla Bark Dembitz - yes, Michael Goldberg - yes, Sunday Mueller - yes.

Item 9b, Presentation of the Recommendation to Proceed with RFID was moved up on the agenda. Mr. Warnock presented information to fulfill the first part of 2011 Goal B: To evaluate and, if approved, plan and implement RFID: Provide the Board with a presentation and written summary of RFID including: Perceived needs, costs, process, benefits, description of proposed functions and how they work, proposed timetable for implementation, staffing requirements related to the project, related construction costs if any.

The presentation described RFID and how it works, explained short and long term benefits to the Library, and outlined an expected timeline, costs related to the project, and anticipated impact on staffing. The Board requested further information about vendors and variations in costs, alternative technologies, which Mr. Warnock provided. Mr. Abosch requested a cost benefits analysis, which Ms. Pergander and Mr. Warnock will provide.

Mr. Goldberg moved to approve going forward with RFID as proposed without further action by the Board. Ms. Dembitz seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Jeff Rivlin - yes, Marla Bark Dembitz - yes, Michael Goldberg - yes, Sunday Mueller - yes. The approval includes: Create and distribute RFP, evaluate vendors and product options, provide a rough cost benefit analysis, and prepare recommendation for purchase for the Board to review and possibly approve. Mr. Rivlin will be the Board representative for the evaluation process.

**4. TREASURER'S REPORT**

- a) Ms. Mueller presented the financials for May. Final adjustments to Fiscal year 2010 continue. To increase Board member understanding of the financial reports presented each month, sections of the reports will be discussed in detail with the Board in the coming months. The six CDARS CDs in the June/July group continue to roll over, and will be reinvested with a mix of one and two year terms. Rates are running between 0.95% and 1.40%, which is considerably higher than The Illinois Funds interest rates.

The current check list includes electronic debits, Petty Cash checks 251-254, and General Fund checks 4993-5060 in the total amount of \$60,344.76.

Ms. Dembitz moved to approve the check list, seconded by Mr. Rivlin. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Jeff Rivlin - yes, Marla Bark Dembitz - yes, Michael Goldberg - yes, Sunday Mueller - yes.

## 5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander noted and thanked Ms. Dolin for her efforts on the four sets of minutes of the previous month. She also expressed appreciation for George Simons, Facilities Manager for passing the semi-annual elevator inspection with no deficiencies. She noted the following from her written report: During May, the managers met with the architect to provide information for the building program. After reviewing several alternatives, Ms. Pergander recommended Polly Koenigsnecht be retained to help the Board develop the information campaign about the possible building improvement plan. In partial fulfillment of one of the Library goals for 2011, Ms. Compton-Dzak, Head of Reference/Non-fiction has begun training Library Assistants for her department. In addition, some cross-training in Media has begun. Total circulation for the month was essentially flat compared to the previous May. Youth Services now has more computers for youths, and a safety mirror has been installed in the area as well. The trees on the west side have been trimmed to allow more light to reach the parking area. Youth Services broke several Library records with their visits to local schools and classrooms to promote Summer Reading Club – 846 children in May, and another 850 the first week of June.

Recently, the Library eliminated holiday pay for low-hour part time employees. Fourteen employees were impacted. They were pre-paid a lump sum equal to three holidays as part of the transition. Two employees have expressed ongoing concern about the elimination of this benefit, as was previously shared with the Board. The two employees have recommended an increase in pay that would begin in September for all affected employees as further compensation for the changed benefit. Ms. Pergander presented several reasons why she is recommending no change to the previous decision. She noted that the Board has the authority to over-rule her should they disagree with her analysis or decision, and invited them to do so. However, the Board confirmed support for Ms. Pergander's decision not to make further changes to the decision to eliminate the benefit and compensate the affected employees with three days' pay with no further related compensation. Ms. Pergander will share this with the interested staff members.

## 6. VILLAGE LIAISON REPORT

Mr. Seiden reported news from the Village.

## 7. STRATEGIC PLAN DISCUSSION

- a) Review of the architectural building programming draft  
Mr. Pfeiffer presented a draft of the building program, which describes and defines proposed spaces and their usages and sizes. The building program is about 95% complete. This is part two of the project and complements the space needs assessment completed in 2009. The purpose of the building program is to develop a space needs wish list to accommodate collections, furniture, and work spaces for each department. The draft building program currently totals about 50,000 square feet. It includes many attractive features for improved

patron services and collection displays, and also improves the usefulness and efficiency of staff work spaces. The Board asked about the impact of a reduced budget on the building program. Mr. Pfeiffer does not recommend reducing space below the planned 42000 sq. feet at this stage of the planning and will explore a number of alternatives to reduce administrative and other costs associated with the project.

- b) Plans for Village Committee of the Whole and Library Board meeting June 21 at 6:45 at Village Hall

Mr. Abosch has prepared a 20-minute presentation for the Board meeting with the Village Committee of the Whole reviewing the Library's infrastructure, outlining services and challenges to meeting current standards, and summarizing the project options. A ten-minute question and answer period will follow the presentation. Material will be distributed to members in advance so meeting attendees have time to consider the information and prepare questions. Mr. Abosch and Ms. Pergander met with the Village Manager and Mayor.

- c) Plans for Public Open Houses June 26 and June 29

Post cards designed by Ms. Kleckner were mailed to all residents, letters signed by Mr. Abosch and Ms. Pergander went out to key stakeholders, and the CIG members are sending an e-mail blast to their friends and associates. No architectural visuals will be ready for these open houses. Mr. Abosch will describe the concept of the project with ranges of space needs and costs. The focus will be on the benefits to various types of residents and the value of the chosen building improvement plan. Each session will include a presentation, a question and answer period, and tours.

- d) Plans for CIG update on June 23

Ms. Pergander and the Board will update the CIG members with information to be presented at the Open Houses on June 23. Space is not available at the Library so the meeting will be held at Village Hall.

- e) Scheduling of special decision-making session for July regarding referendum

The July Regular Board Meeting will begin at 6:00 p.m. to allow additional time for discussion leading to a decision about the building reorganization, renovation, and expansion project and possible referendum. Feedback from the Open Houses, tabulation from the CIG tally group, and other available information will be considered at this meeting. If additional time is needed, the meeting may continue on Saturday, July 24 at 9:30 a.m.

## 8. OLD BUSINESS

- a) 4<sup>th</sup> of July parade planning

The Board will wear the Library logo polo shirts and will be positioned near the front of the parade. Mr. Goldberg will drive his car. Ms. Dembitz will work with Library staff distributing water at the Library. The Teen Advisory Board and selected S.T.A.R volunteers will walk in the parade with two staff members. A disposable cell phone is available should assistance be needed on the route.

- b) Farmer's Market Trustee dates and responsible parties:

The following Board members will represent the Library at the Farmer's Market:

July 31 – Ms. Mueller and Mr. Goldberg

September 25 – Ms. Dembitz and Mr. Rivlin

October 16 – Mr. Simon and TBA

## 9. NEW BUSINESS

- a) PRESENTATION: Recommendation to proceed with RFID project  
Presented earlier on the agenda – see section 3

- b) SOCIAL NETWORKING POLICY: Ms. Dembitz presented the Social Networking policy on behalf of the policy committee. After outlining the purpose of the policy and the Library Attorney's recommendations, Ms. Dembitz moved to adopt the policy as presented, except to amend the last sentence in paragraph four to read "Forums and messaging may not be used for commercial purposes or, unless otherwise specified by the social media site, organized

political activities. Mr. Simon seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Jeff Rivlin - yes, Marla Bark Dembitz - yes, Michael Goldberg - yes, Sunday Mueller - yes.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Mr. Rivlin made a motion to adjourn at 10:25 p.m. Ms. Mueller seconded. The meeting adjourned.

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Ron Simon, Board Secretary