

**Deerfield Public Library
Regular Meeting Minutes
July 20, 2011**

1. Roll Call and Call to Order

The meeting was called to order at 7:02 p.m.

Present Board members: Ken Abosch – President, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, Sunday Mueller (arrived at 7:05), and Ron Simon. Also present was Village Liaison Bill Seiden.

Absent: Jeff Rivlin

Staff: Library Director Mary Pergander, Business Manager Carol Dolin, Interim Business Manager Trisha Steele, and Rebecca Wolf, Assistant Director/Operations.

2. Opportunity to address Board

No request to address Board.

3. Consent agenda

The following items were included on the consent agenda:

- a.) June 15 Regular and July 6 Special Board Meeting minutes,
- b.) Balance Sheet and Statement of Revenues and Expenditures,
- c.) Suggested alternative for future board agendas

The Variance Report was pulled from the consent agenda because it was not available.

Ms. Dembitz made a motion to approve the consent agenda, seconded by Ms. Courtney.

The motion passed unanimously.

4. Treasurer's Report

Trustee Mueller presented the outstanding list of checks to be paid which included electronic debits, petty cash checks 298 and 299, and General Fund checks 5998 through 6070. The total amount was \$156,466.50. Ms. Pergander explained that the charge of \$400 to a Library credit card was for an employment ad in a professional association site for the Business Manager position.

Ms. Mueller made a motion to approve the payment of outstanding checks. The motion was seconded by Mr. Simon. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, and Ron Simon - yes.

Ms. Mueller presented an update regarding the search for an investment advisor. She emphasized the importance of financial safety over potential gain.

Ms. Pergander assured the board that the additional transfers and corrections for end-of year adjustments will be made in time for the August financial reports to reflect the current financial status.

5. Library Director Report

- a) Director Pergander reviewed the monthly report highlights – Plans and preparations continued for the approvals process including the Plan Commission. Thirty-five certified mailings were sent to local neighbors as required by law. Ms. Pergander met with representative of the apartments, church, park district and village to share the plans and address concerns. On the Fourth of July Whole Foods provided water for the 825 visitors to the Library. Board members walked the

parade, giving away white construction hats. New Circulation Manager Ellen Kaiser began the next day, on July 5. A long time employee has announced plans to retire. Youth Librarian Kate has had a baby boy. We learned of the untimely death of a young former employee. The Friends of the Library have two new co-presidents, who will be working closely with Mary Pergander. At last, with the financial help from our Friends, we have launched a Bly-ray collection. Librarian Madeline created the collection and planned the launch, with assistance from many others. She even had blue food for the staff side of the celebration! We have also added a wheelchair at the request of a patron. Staff have been oriented to its use and features. Circulation reached 87% self-serve checkouts in June. We are working with a bookstore in Lake Forest to arrange author visits to the Library. We are compiling statistics about use of downloadable books from our resources to determine how much additional capacity/copies we need to add for the future. When the three day power shortage hit in the previous month, many residents took refuge here, require many more additional outlets and WIFI access than usual. Lamps were unplugged to make more outlets available for the public. Ms. Pergander has completed the annual training for Open Meeting Act and Freedom of Information Act. Circulation in June was near the record-breaking mark.

- b) Staffing updates and recommendations for new positions – The Business Manager position remains open at this time as interviewing continues. See other staff updates above. Ms. Pergander also recommended the creation of a Virtual Communication Strategy Coordinator position, to serve as the bridge between technology and communication. The person needs communication and technology skills and experience. The person would work closely with the Outreach Coordinator and the Head of Automation as well as many others to help update the website, Facebook, and other social networking and online communications, provide for smooth, continuity of communications across all platforms, and recommend strategies for the future. This is NOT the Virtual Services Librarian position that has been discussed in the past, but would work closely to create the environment for the provision of virtual services. Although the management team is working to bring the board a complete plan for staffing needs for the future by this fall, this position is needed now in order to meet the board's goal of smooth transition to the temporary site accompanied by expanded virtual communications and services. There are only a few months in which to accomplish this. The position will be posted internally and external candidates are also welcome. There are some candidates who have come forward and are of interest.

Ms. Courtney made a motion to support the creation of a new position, the *Virtual Communications Strategy Coordinator*. The motion was seconded by Ms. Dembitz and passed unanimously.

6. Village Liaison Report

Mr. Seiden provided an update of Village Board activities.

7. Strategic Plan Discussion

- a) Owner's Representative report – On Mr. Aulisio's behalf, Ms. Pergander reported that the Construction Oversight committee has selected finalists for Construction Manager and will conduct interviews on July 30. He has also been approached about local space available for a temporary site. The architects will get through the approvals process, and then focus on the space needs for a temporary site.
- b) Update: Lit path to parking on Hazel – Ms. Pergander reported that there is no Intergovernmental Agreement yet. The Park District and Village are also planning to extend a pathway from the Library south to the Park District Community Center. Ms. Mueller made a motion to approve the full \$13,600 for the design of the lit pathway to Hazel parking. Seconded by Ms. Courtney. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, and Ron Simon -

yes. Mr. Goldberg recommended that the employee handbook language reflect the expectation that employees park in the Hazel lot that that this become policy.

- c) Update regarding Commission and Village approvals process – The July 14 presentation to the Plan Commission was very well received and they recommended approval, including the requested variances. We will be presenting before the Appearance Review Commission on Thursday, July 21. Prior to that, the Design Process Task Force will meet to discuss plans with the landscape architect. The VCDC presentation is August 3, Sustainability is August 11, and then the Village Board is August 15. Improvements have been made to the plans, including elimination of the steps and fence in the middle of the parking lot through improvements to the grading, replacement of the heavy concrete walls along the western border with metal safety bars, and additional zinc added to the penthouse. The board members indicated they prefer NOT to add zinc to the penthouse, and recommend maintaining the light appearance of the formerly recommended louvers. Mr. Abosch shared the Plan Commission's praise for the project, including quality of preparation and presentation, level of details, and the appropriateness of the plan itself. He wanted all board members who were unable to attend the Plan Commission to be aware of the high level of regard that exists for the project. There was unanimous approval of the project at the Plan Commission and they are expected to recommend approval to the Village Board.

8. Old Business

- a) July Fourth parade report – The parade went well. The Board thanked Mr. Goldberg for loaning his vehicle, and others for bringing their children. The Board requests additional prizes are purchased in the future. The white plastic construction hats for kids along the route were fully distributed by the time the parade reached the Starbucks.
- b) Farmers' Market report, plans for next – Ron and Ken characterized their interactions with residents as "positive curiosity". There were questions and some concerns about parking, which they addressed. They had approximately 50 visitors, and the laminated floor plans were very helpful and popular. They recommended that future floor plans provide better labeling of areas. Ms. Mueller and Ms. Dembitz will be at the July 30 Farmers' Market.

9. New Business

- a) Recommendation/proposal for automation projects – Ms. Pergander introduced Ms. Wolf, who explained the automation request. Mr. Simon made a motion for approval as recommended. Seconded by Mr. Goldberg. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, and Ron Simon - yes.

10. Executive Session

There was no Executive Session

11. Adjournment

The Board acknowledged that this is Ms. Dolin's final meeting, and expressed their sincere thanks for all her support of their activities and the Business Office in the past. They presented her with a token of their appreciation.

There being no further business, Mr. Goldberg made a motion to adjourn, seconded by Ms. Dembitz. The meeting was adjourned at 8:25.