

**Deerfield Public Library
Regular Meeting Minutes
September 15, 2010**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:06 p.m. Present Board members: President Ken Abosch, Sunday Mueller, Mary Courtney, Michael Goldberg, and Jeff Rivlin. Village Board liaison: Bill Seiden. Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Guest: Polly Koenigsknecht, Library Communications Consultant

Visitor: James McDonough, IHC Construction Companies, LLC.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Ms. Koenigsknecht updated the Board on activities of the small but dedicated Citizen's Advocacy Group who have named themselves "Yes for Deerfield Library". The group is unofficially headed up by Laurie Leibowitz and is looking for more members. They have very limited funding but are doing an admirable job of getting the word out. Members have attended school events, the Farmers' Market, and been at the train station. They have gotten information into the PTO newsletters and plan a letter campaign, including letters to the editor. Mr. Abosch thanked Ms. Koenigsknecht for her report and commended the group for their innovative ideas and energetic support.

3. CONSENT AGENDA

- a) Minutes – August 18 regular Board meeting and August 26 Special Board meeting
- b) Balance sheet/Revenues and Expenses/Financial Variance Report except the Check List
- c) Proposed calendars for Board meetings and Library Closures
- d) Comprehensive asbestos survey summary (informational)
- e) Lead-based paint inspection summary (informational)

Discussion:

None

Mr. Rivlin moved to accept the consent agenda as presented. Ms. Mueller seconded. The motion passed.

4. TREASURER'S REPORT

- a) Ms. Mueller presented the financials for August. Mr. Rivlin asked about payments to Sam Grossner (piano tuner), Piper Mountain Webs (website maintenance and hosting), and Nykiel Design (newsletter layout), which were answered by Ms. Dolin and Ms Pergander. The current check list includes electronic debits, Hicks Scholarship checks 126-129, Petty Cash checks 262-264, and General Fund checks 5215-5276 in the total amount of \$53,492.48. Ms. Courtney moved to approve the check list, seconded by Mr. Goldberg. The motion passed by the following vote: Ken Abosch - yes, Sunday Mueller – yes, Mary Courtney – yes, Michael Goldberg – yes, Jeff Rivlin - yes.
- b) Recommendation regarding levy request for 2012
Ms. Mueller presented the budget developed by the management team, Ms. Pergander, and the Finance Committee, which met twice during the week before the Board meeting. Library Financial Consultant, Steve Larson recommends a zero increase or at least a very conservative levy increase. In a typical year, the Board passes a levy increase of about 5%. A 6.5% levy increase or reduction in anticipated expenses of about \$42,000 is needed to cover the budget proposed by Ms. Pergander. The Board needs to decide whether to plan the budget and levy request as they would in a typical year or to do something different this year taking the referendum under consideration. Ms. Pergander discussed the results of the staff survey

related to salary concerns, unexpected increases in health care costs, and the aging building that causes chronic overspending in the building maintenance budgets. Salaries in some job classes are lagging behind other local libraries by as much as several dollars per hour. Mr. Rivlin recommended cuts to proposed salaries, training, and materials lines if necessary to balance the budget and stay within the 5.1% levy increase, which is consistent with historic actions by the Board. Mr. Larson advised waiting to make the necessary salary adjustments (increases) next year or later rather than in FY 2012. Mr. Abosch proposed moving \$30,000 from the building maintenance budget line to a special one-year-only special building repair category to be offset by a one-year-only allocation of \$30,000 from the reserves to serve as a bridge until the remodel project begins or other strategies can be employed if the referendum does not pass. Further explanation was requested about the \$1.25 million already in available from Reserves and how it would relate to this \$30,000. Ms. Pergander said the \$1.25 million is part of the \$2 million committed to the remodel. This \$30,000 would be separate. Mr. Rivlin probed for clarification of projects that might be included here and requested Board approval for expenditures in this category should it be added. Mr. Abosch questioned the deadline to get the levy request to the Village and asked if the Library could still adjust the levy request if needed before the December hearings. Ms. Pergander said she understands from the Village that the October Board meeting is too late and the levy request is generally considered firm and only changed after submission under extenuating circumstances.

Ms. Mueller made a motion to accept the proposed budget as changed with a special one-time allocation of up to \$30,000 from Reserves to be used if necessary for unexpected building repairs and decrease the materials budget so as to create a balanced budget with a 5.1% increase to the levy request. Mr. Goldberg seconded. The motion passed by the following vote: Abosch – yes, Mueller – yes, Courtney – yes, Goldberg – yes, Rivlin – yes.

Mr. Abosch requested that Ms. Pergander spend less than the 5% increase in the salary line if possible, and to provide details about how it is spent. He acknowledged that staff may be dissatisfied with small increases of the past year, but reiterated that others lost jobs, took cuts, or gave back pay to keep their jobs. It is difficult to justify increases in this economic environment. Ms. Pergander emphasized that the 5% in the salary budget is not for 5% salary increases. In fact, most area libraries are expected to be in the 2 to 3% range. The other dollars are to help provide adjustments where our job classes are significantly underpaying compared to other libraries, and this will take two to three years to complete.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported the following: A recent Hicks Grant recipient has obtained full time work at another library and will be leaving soon. She has been assured that she does not need to return the Hicks Grant, and she is very grateful for the opportunity to complete her studies. For the RFID RFPs, of the six responses received five are believed to be viable, that is, that they meet the fundamental criteria and are within the budgeted range. There has been a change in the project leadership and the project continues to move forward as planned. The new Library Assistants in reference continue to do well in the newly-created roles. Ms. Dolin was able to get the Library a refund of taxes paid for phone service. A new Librarian has been hired for reference/Adult nonfiction/Media Services. His name is Ted, and he has experience in these areas. The adult summer reading program provided brunch for 22 participants. Teen Librarian Colleen and Youth Librarian Renee networked with librarians from six other libraries about their methods of collection development. Carol Dolin is establishing a team to discuss guidelines for collection development. DPL passed the fire inspection with no deficiencies (accounting for not meeting code in some areas). Julie and Madeline in Reference attended a Webinar on Building the Digital branch. Arranged by Jody, the Library will host John DeDakis of CNN at Deerfield High School to discuss ethics and journalism. Additional manager reports will be featured next month.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported that he and others on the Village Board have been questioned about the Library Improvement Plan and what to say about Plan B if the referendum fails. Mr. Abosch said all energy is being directed toward getting the word out about the Library's needs and the Plan to address those needs. If the referendum passes, the Library Board will move forward with the Plan. Should the referendum not pass, the Library Board will face serious challenges and have to consider its options at that time.

7. STRATEGIC PLAN DISCUSSION

a) Update on information sharing regarding referendum

Ms. Koenigsknecht reported Library-based community talks are going well. Board members or Ms. Pergander made fact-based presentations to the DHS Parent Network, the Optimists, the GEL group, and the First Monday group. Presenters are still needed for September 29th at 1:30 p.m. at One Deerfield Place. The Communication Plan is in place and informational materials should arrive in the Library next week to be placed strategically to target audiences within the Library. The questions being asked at presentations are changing, which indicates people are hearing the message, processing, and looking for further clarification. Audiences are moderate and it appears that there is a solid base of support for the Library. There is also some opposition, but from what we are seeing, it does not appear to be a substantial or organized group.

b) Plans for public information meetings on September 30 and October 1

The dates for the final round of public information meetings were chosen to target early voters. Research indicates that Deerfield does not have a large population of early voters, so the impact of the public information meetings may not be significant. Ms. Koenigsknecht recommends asking the group at the start of the presentation what they want to know and focus on their information needs. It will be important to stress that this is not the 2004 referendum or project, reiterate the costs and why now, and answer the questions in the FAQ brochure. As we move into October, it will be important to focus more attention on getting the word out to as many people in as many ways as possible to bring out informed, civic minded voters.

Board members asked about other forms of communication about the referendum. Ms. Koenigsknecht responded both about library-based fact and information-sharing efforts and those she is aware of from the citizen advocacy group. The Board commented that things seem very quiet now. Ms. Koenigsknecht replied that this is normal and as the referendum nears, attention and activity will increase.

8. OLD BUSINESS

None

9. NEW BUSINESS

a) Review of patron temporarily banned for violating patron policy

Ms. Pergander reported that a patron had been banned from the Library for threatening behavior. The police had been contacted after the patron had threatened a staff member and manager. This patron had a history of contact with the police and they recommended banning her from the Library. The patron had been given an opportunity to respond to the Library by last week, but had not done so. Ms. Pergander requested permission to either lift the ban so the patron would not be trespassing if she returned or extend the ban for a specific period of time. Mr. Goldberg moved to extend the ban for six months unless the patron contacts the Library Board requesting reconsideration. Ms. Mueller seconded. The motion passed. Ms. Pergander reported the current patron address is unknown but efforts are being made to obtain it.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Mr. Goldberg made a motion to adjourn at 9:10 p.m. Ms. Mueller seconded. The meeting adjourned.

Ron Simon, Board Secretary