

Deerfield Public Library Board of Trustees
Regular meeting minutes
January 21, 2009

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:04. Present: Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Sunday Mueller, Mary Courtney, Mike Goldberg. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No guests addressed the board.

3. CONSENT AGENDA

The minutes of the December board meeting were removed from the consent agenda for further discussion. Ms. Mueller made a motion to accept the remainder of the consent agenda, which included the Finance Committee minutes and financial reports, seconded by Mr. Simon. The motion was approved.

Ms. Courtney made a motion to approve the minutes of the December board meeting as corrected. Mr. Goldberg seconded the motion. The motion was approved.

4. TREASURER'S REPORT

Ms Mueller made the motion, seconded by Mr. Simon to approve the following: Hicks Fund checks 106 and 107, petty cash checks (none), and General Fund Checks 3777 to 3850 in the total amount of \$65,846.00. The checks were approved with the following vote:

Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

Mr. Rivlin provided an overview of library bank accounts including Reserve funds, interest rates at Illinois Funds, and CD investment options considered by the Finance Committee. Mr. Rivlin made a motion to approve the Resolutions closing the petty cash and deposit accounts at FirstBank, and opening the same types of accounts at BankFinancial. The motion was seconded by Ms. Mueller. The motion and resolutions were approved with the following vote: Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

Mr. Rivlin made a motion to approve the Resolution creating a Certificate of Deposit Account Registry Service (CDARS) account at BankFinancial, and moving \$300,000 from the Reserve Prime Account into the CDs investment option. The funds will continue to be considered Reserve Funds to be used only for purposes consistent with that designation. Seconded by Ms. Mueller. The motion and resolution were approved with the following vote: Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

Mr. Rivlin announced that the Finance Committee is also evaluating moving the Hicks Fund account to a higher yielding type which may include a money market account or investment of a portion of the money into a CD..

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: We circulated 37% more materials this December than either of the two previous Decembers, even with a half day late opening for poor weather. The planning for the new automation system is continuing, led by Rebecca Wolf. The leaking roof membrane has been repaired. One Book One Zip Code begins March 16. We received a \$500 donation from the Village of Bannockburn for OBOZ activities. We did not receive the Grandy Foundation grant. Head of Youth Services Meg Anthony has been nominated for Library Staff Member of the Year for North Suburban Library System by her staff. The award event will be held March 20. Also, Head of Reader's Services and PR Coordinator Karen Kleckner is receiving the Library Journal Movers and Shakers award – a national level honor! The board requested that their congratulations be extended to Ms. Kleckner, and that appropriate publicity be released to local news media. Mary Pergander has resigned from the NSLS Board due to multiple conflicts with her work-related responsibilities. The board requested a future circulation report identifying segments of the collection, e.g. books vs. media.

6. VILLAGE LIAISON REPORT

Village Trustee Seiden shared news from the Village.

7. STRATEGIC PLAN DISCUSSION

- A. Public focus group dates and arrangements - Board members reviewed suggested participants and dates for the three focus groups regarding the possible remodeling. These will be held in one evening: February 10, 11, or 12. Board members should submit any changes to the list to Ms. Pergander by January 26. Ms. Pergander was asked to send a reminder email.
- B. Board-management planning session arrangements - There will also be an evening board-management-architect meeting. The preferred date is Wednesday, February 11, from 6 to 9 pm.
- C. Update on expanding non-resident services – We are awaiting some necessary statistics to proceed.

8. OLD BUSINESS

- A. Phone system RFP progress report – The RFP has been distributed. To date more than twenty copies have been requested from the consultant. The board appointed two board representatives to the committee which will be reviewing the responses and creating the recommendation to the full board: Mr. Goldberg and Mr. Simon. They will attend the opening of the sealed bids on February 2.
- B. Request for easement for electrical utility update – The request for an easement has been withdrawn.
- C. Drop boxes for materials – Ms. Pergander showed two examples of options being considered. The board agrees that two boxes side by side will have the needed capacity, compared to a dual function drop box. Ms. Pergander is to obtain cost information. Ms. Pergander will discuss this with the Friends as an opportunity for a donation with high visibility, and for publicity. The board asked Ms. Pergander to also express thanks to the Friends for their spinner of donated books which they keep stocked at the Deerfield train station.
- D. Librarian in the lobby – In the past, these sessions took place on Saturdays, in the library lobby on a monthly basis. The board discussed possible locations inside the library, for better feedback and to avoid impeding the flow of people into the building. The policy committee will discuss this further at their meeting on January 27, and it will be added to the agenda for the February board meeting.

9. NEW BUSINESS

- A. Public payphone usage report – The library pays \$50 per month for the public pay phone. Approximately 30 calls per month are placed from the phone. The library does not receive any call revenue. The board agreed this is a necessary public service and agreed to let it continue.
- B. Recommendation regarding charges for copying, printing and scanning – Ms. Pergander presented a recommendation to implement a charge of 10 cents per page side for all three services, including color printing and copying. Some libraries charge considerably more for color, but we have negotiated a very good price and we can recover our costs at the 10 cent level. The recommendation includes a request to charge for all printing. Currently, some printing is free. The new equipment allows patrons to know in advance exactly how many pages will print and to delete the job if not desired. Ms. Courtney made the motion to accept the recommendation as proposed. Seconded by Mr. Goldberg. The motion was approved.
- C. Board self-evaluation process – Ms. Mueller will assemble information about the process. The board relations committee can develop it further, and Mr. Abosch will join them. The board identified March as the deadline, and will proceed on their own, without a consultant. Ms. Pergander will research whether this is considered an open meeting or closed session topic, by law.
- D. Staff appreciation day – During National Library Week, the board will conduct an event to show appreciation for our library staff members. The alternative selected is to offer special treats in the afternoon of Thursday, April 16. Ms. Mueller is coordinating the plans with Ms. Pergander.

Mr. Goldberg made a motion, seconded by Ms. Courtney, to adjourn the meeting at 8:47 pm. The motion was approved with the following vote:

Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

Ron Simon, Board Secretary