

Deerfield Public Library Board of Trustees
Regular meeting minutes
December 17, 2008

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:06. Present: Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Marla Bark Dembitz, Sunday Mueller, Mary Courtney, Mike Goldberg. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

Mr. Abosch and others expressed appreciation for the recent staff-planned holiday event.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No guests addressed the board.

3. CONSENT AGENDA

Ms. Dembitz made a motion to accept the consent agenda, which included the regular meeting minutes and financial reports, seconded by Mr. Simon. The motion was approved.

4. TREASURER'S REPORT

Ms. Courtney made the motion, seconded by Mr. Goldberg to approve the following: Checks 131 to 136, and Checks 3711 to 3776 plus 3662 in the total amount of \$127,400.44. The checks were approved with the following vote:

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

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: We are receiving kudos from schools and community groups for our many outreach activities. Our new Teen Librarian Colleen Seisser spent a couple of days at the high school as part of her orientation to the community. Our building wide technology updates are proceeding. Susan Bloom has been named Head of Technical Services, supported by our new cataloging librarian. In addition, we will be reorganizing our automation services and responsibilities in the near future. Carol Dolin and the Holiday Event planning team did a wonderful job creating a fun and enjoyable event for all. We continue to research the CD rates at local banks. We will soon begin a major shifting of the adult reference and non-fiction collection to better distribute the materials in the available shelving and also create some space for the teen collection. Ms. Pergander was asked if we still maintain books on cassettes. In response to dropping demand, this collection is being heavily weeded, with no further purchases of the cassette format. The remaining titles are still circulating regularly. Eventually we will no longer offer cassette format. We are still building collections in Playaways and books on CDs, and offer free downloadable audio books via our website.

6. VILLAGE LIAISON REPORT

Village Trustee Seiden shared news from the Village.

7. STRATEGIC PLAN DISCUSSION

We are awaiting the proposed dates from the architects for the focus groups.

8. OLD BUSINESS

- A. Phone system RFP progress report - The RFP for the new phone systems continues to be delayed as legal language is worked out. When ready, the announcement will appear in the newspaper, and vendors who have already expressed an interest will receive copies of the RFP also.
- B. Goal E – Capital replacement schedule revised draft – Mr. Abosch recommended that subtotals be used in the future to differentiate those items still having useful life from those past their useful life. This could also be done through a sort function. Mr. Rivlin suggested using this sheet for determining capital replacement dollars needed during budget planning process. The Board expressed appreciation for the efforts of Mr. George Simon, Facility Manager, in preparing the document. Ms. Courtney made a motion to accept the document and consider Goal E of the annual goals complete. The motion was seconded and approved.

9. NEW BUSINESS

- A. Hicks Grant applicant selection – The two applications were summarized by Ms. Pergander. Mr. Rivlin reported that there is \$400 available above the principal. The recommendation of the Finance Committee is to give each applicant \$500, alternatively \$400, by spending a portion of the principal. Ms. Mueller will lead a discussion of funding alternatives at a future board meeting. Ms. Courtney made a motion, seconded by Mr. Goldberg, to provide Hicks Grants of \$500 each to Naomi Wolfson and Heidi Knuth. The motion was approved with the following vote: Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg - yes.
- B. Request for easement – (Closed session)
- C. Drop boxes for materials – Ms. Pergander noted that most of the patron comments request drive up drop-boxes for library materials, both books and audiovisuals. Board members also expressed an interest. Ms. Pergander will explore costs and options for installing these near the front entrance of the library. If the project moves forward, Board President Abosch will make the official announcement.

Ms. Courtney made a motion, seconded by Mr. Simon, to adjourn the open meeting at 8:30 pm, and to reconvene in closed session to discuss legal and real estate matters, as allowed by law. The motion was approved with the following vote:

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

The open session was reconvened at 9:30 pm. A series of questions was identified for further exploration with Com Ed regarding the request for an easement. In addition, the board approved the motion to extend the retirement benefit paying unused sick time to previously salaried part time employees who would have been eligible for the benefit under the previous personnel manual. Ms. Dembitz made a motion to adjourn, seconded by Mr. Goldberg. The motion was approved. The meeting adjourned at 9:27 pm.

Ron Simon, Board Secretary