

**Deerfield Public Library Board of Trustees**  
**Regular meeting minutes**  
**March 18, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:05. Present: Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Sunday Mueller, Mike Goldberg, Marla Bark Dembitz. 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

Mr. Simon made a motion to approve the consent agenda, which included the February 14 and 18 Finance Committee minutes, February minutes of the regular board meeting, and financial reports, seconded by Mr. Goldberg. The motion was approved.

4. TREASURER'S REPORT

Mr. Rivlin reviewed current interest rates, recent transfer of funds into CDARS Certificate of Deposits, and the proposed timeline for financial cycle for Deerfield Public Library. The proposed two-step budget process (creating separate operating and acquisitions budgets, about six months apart) will provide a more timely and accurate budget process with improved financial planning and accountability. Mr. Rivlin recommended the timeline be included in orientation of new board members. Board members are to review it and bring additional questions to the April board meeting.

The State of Illinois is eliminating the Prime Fund option within Illinois Funds. Sunday Mueller, Finance Committee member and Carol Dolin, Business Manager, will attend an update by the State.

Ms. Dembitz made the motion, seconded by Mr. Simon, to approve the Revised Check List, including the following: Electronic transfers from Illinois Fund General Fund, E-Pay Clearing Account, and BankFinancial petty cash, check 203 from the BankFinancial petty cash account, and General Fund Checks 3913 to 3995 in the total amount of \$170,414.26. The checks were approved with the following vote:

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

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: The self-evaluation of library goals met, along with a supplemental list of library-based achievements is included in the board packet. An automation system update is planned for April. The project is on time and on budget. The proposed goals for 2009-10 place continued emphasis on the many faceted larger goals of new automation system and improved library technology, evaluation of space needs and remodeling plans and implementation, and continuing outreach. Ms. Pergander recommended that outreach for the coming year be more specifically targeted and include one or more groups of underserved community members. At the board's request, she will ask School District 109 about non-English-speaking student populations. There is a major shift of non-fiction adult materials in progress. Circulation has increased 34% over the previous year, year to date. Samples of automation project weekly progress activities were shared and discussed.

6. VILLAGE LIAISON REPORT

No report.

7. STRATEGIC PLAN DISCUSSION

- A. Update on architect review process – The architects met with the library managers and shared thirteen service options. The managers are to prioritize these for planning. Samples were distributed to the board. The architectural review preliminary results indicate the building has been well-maintained, especially for its age. The final focus group has met. The architects will come to the April board meeting to present an update.

- B. Update on expanding non-resident services – Mr. Abosch and Ms. Pergander are working within guidelines prepared by legal counsel to explore additional options for fee-based library service to Bannockburn residents as allowed by Illinois law.

## 8. OLD BUSINESS

- A. Librarian in the Lobby – After reviewing a report of board-member recommendations about Librarian in the Lobby, the board members agreed to hold three sessions. The first will be in May, on a Saturday, May 9 from 10-12, in the library. Ms. Mueller and Mr. Goldberg will represent the library. Additionally, Librarian in the Lobby will be offered at a Farmer's Market in July. Ms. Pergander is to help select a date. This will be announced in the newsletter, also. Mr. Abosch and Ms Dembitz will represent the library. The thirds will also be at the Farmer's Market, in September. Mr. Rivlin and Mr. Simon will represent the library. Ms. Pergander is to secure the dates, and provide give-aways such as the fans used for the parade last year. Ms. Dembitz recommended wearing the Deerfield Library T-shirts. Ms. Pergander will get one for Ms. Dembitz. Board members will record questions and suggestions for follow-up by library staff as needed. Available aids include talking points and the library newsletter.
- B. Board self-evaluation – The session will be held Saturday, April 18, from 9 am to 11 am. Ms. Pergander will not attend. Ms. Mueller and Ms. Dembitz will provide food. Self-evaluation forms will be distributed in advance, and collected in sealed envelopes for third party tabulation.
- C. Cost estimate for exterior drop boxes for books and media – The managers have provided feedback on the capacity needs. To assist in evaluating location and impacts on traffic, the staff will use proxies for the boxes, made from cardboard, and placed in proposed locations, to confirm location and possible impacts. This will also be confirmed with Village Manager Kent Street and Clint Case, Building & Code Enforcement Supervisor for Deerfield. Mr. Rivlin requested that we also assess the need for additional insurance coverage. Ms. Pergander will obtain this.

## 9. NEW BUSINESS

- A. Recommended budget for fiscal year 2009-2010—Ms. Pergander met with managers to cut approximately \$100,000 from the budget, and then presented the revision to the Finance Committee. In addition, there was an adjustment to the tax revenues, based on newer information. The Finance Committee members recommended approval of the revised budget. Mr. Simon made a motion, seconded by Ms. Mueller, to approve the revised budget. The budget was approved with the following vote:  
Ron Simon – yes, Ken Abosch – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes. (Mr. Goldberg was no longer present.)
- B. Request for approval of telephone equipment and installation vendor agreement – Mr. Simon praised the detailed process and evaluation of possible phone vendors and equipment, and endorsed the selection of Blue Wire as recommended by management. Mr. Rivlin requested that Ms. Pergander obtain legal opinion about a purchase order vs. contract for this agreement. Mr. Abosch made a recommendation, seconded by Ms. Mueller, to accept management's recommendation for a purchase order or contract with Blue Wire to replace the library telephone system as detailed in the Request for Proposal. Further, that Treasurer Jeff Rivlin is authorized to sign the agreement when finalized. The motion was approved with the following vote:  
Ron Simon – yes, Ken Abosch – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes.
- C. Request for approval of telephone service agreement – After obtaining quotes from three possible providers, management recommends keeping AT&T as telephone service provider in this turbulent economic environment. Mr. Simon made a motion to accept management's recommendation to keep AT&T as telephone service provider. Seconded by Ms. Dembitz. The motion was approved with the following vote:  
Ron Simon – yes, Ken Abosch – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes.
- D. Recommended policies or policy changes – At the previous board meeting, management requested and the board approved a policy change for revision of television series loan period. Ms. Pergander explained that the implementation of this policy will be delayed until the new automation system is installed and library systems can accommodate the new loan period.

- E. Report on ILA Trustee day – Ms. Mueller and Mr. Rivlin reported on their attendance at the ILA Trustee day program. Highlights included new ideas in technology, legislation, and library law. Mr. Rivlin asked presenters about stimulus money for libraries. Mr. Rivlin and Ms. Mueller will meet with Ms. Pergander to further discuss options for providing technology skill updates for library trustees and others.
- F. Request to waive fines and fees during the automation conversion – Ms. Pergander described some of the anticipated challenges in migrating patron fine information from the old automation system to the new. It is difficult to know in advance how much data will be lost, and how accurate the migrated data will be (for example, the loss of decimal points could make 20 cents owed appear as 20 dollars owed). However, not attempting to migrate the data will mean the loss of approximately \$7,000 to \$10,000 in potential fines revenue when the data is erased. Board members requested additional information about the possibility of attempting to migrate the data and then making the decision to use it or not.

Ms. Pergander reported the library has received additional information about the estate of Ms. York. Copies were distributed to several board members for further review.

A motion was made and seconded to adjourn the meeting at 10:01 pm. to enter into closed session for the purposes of discussing personnel. The motion was approved with the following vote:

Ron Simon – yes, Ken Abosch – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Marla Dembitz – yes.

The closed session ended at 10:32, and the open session reconvened. The meeting was adjourned at 10:33.

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Ron Simon, Board Secretary