

**Deerfield Public Library Board of Trustees**  
**Regular meeting minutes**  
**April 15, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:07. Present: Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Sunday Mueller, Mike Goldberg, Marla Bark Dembitz, Mary Courtney. 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

Ms. Courtney made a motion to approve the consent agenda, which included the March minutes of the regular board meeting, and financial reports, seconded by Ms. Dembitz. The motion was approved.

4. TREASURER'S REPORT

Mr. Rivlin reviewed current interest rates, and requested that the current CDARS statement be provided for the Finance Committee meeting on April 18.

Mr. Rivlin asked if there were any questions or discussion about the proposed financial timetable presented at the previous meeting. There were none.

Ms. Dembitz made the motion, seconded by Ms. Mueller, to approve the Check List, including the following: Electronic transfers from Illinois Fund General Fund, E-Pay Clearing Account, and BankFinancial Deposit Account, check 204 from the BankFinancial petty cash account, and General Fund Checks 3981 to 4054 in the total amount of \$175,693.53. The checks were approved with the following vote:

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

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: Circulation has risen again – with March just 170 circs short of 40,000 for the month. One Book One Zip code is featuring the book “Listening is an Act of Love”. Especially rewarding are the partnerships with Deerfield High School and the Deerfield Area Historical Society to record local remembrances. The phone system installation is on schedule and on budget. The automation go-live is scheduled for August 18. The new PC reservation and print control stations are operational. Matt Warnock has been promoted to Circulation Manager. A student librarian from the University of Illinois spent a week here as an intern. Board member Ken Abosch and most managers and youth services staff attended the Annual Dinner at North Suburban Library System to cheer for Head of Youth Service Meg Anthony, nominee for Library Staff Member of the Year. Head of Reader's Services Karen Kleckner has received prestigious national recognition as a Library Journal Mover and Shaker. We are very proud of this achievement! We recently began rearranging staff and manager work-spaces to better accommodate our changing needs and team projects. The management team met with the architects to discuss perceived space needs and comparisons of similar libraries. The entire adult reference and non-fiction collection is being shifted in a six week project involving four departments. The result will be consolidation of adult materials on the west side of the first floor, with space for the new Teen section on the east side within Multimedia. We have had additional contact from parties involved in a dispute over an estate in which we are named as a possible beneficiary. The expected total value of any distribution is expected not to exceed \$5,000. The director recommends no action be taken at this time until the estate is settled.

6. VILLAGE LIAISON REPORT

Village Trustee Seiden provided an update about the Village.

7. STRATEGIC PLAN DISCUSSION

- A. Progress report from PSADewberry architects – The architects and engineers have completed the evaluation of the building condition. PSADewberry architect Matt Meives presented a brief summary of the findings for the board. In general it seems well maintained, although it no longer meets code. No asbestos assessment has been done.

The project is proceeding on time and should be completed in June with recommendation to the board.

- B. Update on expanding non-resident services – No further report at this time.

## 8. OLD BUSINESS

- A. Librarian in the Lobby – The location of the table was discussed. It will be placed in the interior of the library near the stairwell to the lower level because it is a high traffic area but out of the lobby. Karen Kleckner will be asked to create signage.
- B. Board self-evaluation plans – The session will be held Saturday, April 18, from 9 am to 11 am. Mr. Simon will take the minutes. The confidential self-evaluation forms were collected for tabulation prior to the event.
- C. Exterior drop boxes for books and media – No additional insurance will be needed. A special launch will be held with a photograph of the first persons to use the drops. Signage will honor the Friends.

## 9. NEW BUSINESS

- A. Statements of interest in being a board officer – The current board officers have each expressed interest in continuing to serve as officers in their current roles. No additional board members have expressed an interest in being an officer. The election of officers will occur in May after the swearing in of elected trustees.
- B. Recommendation for purchase of new PCs – Competitive quotes were obtained from four vendors for additional and replacement PCs. The goal is to take delivery of the PCs prior to the end of the fiscal year in order to pay for them with the remaining money budgeted for computer hardware. All quotes were for the same model computer. The lowest qualified bidder was Computer View, Inc. at \$17,640. Ms. Courtney made a motion to immediately purchase 21 PCs from Computer View, Inc. Seconded by Mr. Rivlin. The motion was approved with the following vote: Ken Abosch – yes, Ron Simon – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes, Mary Courtney – yes.  
Ms. Pergander also informed the board that 40 energy-efficient, space-saving 19" flat screen monitors were recently purchased to replace CRTs throughout the building. The monitors will telescope and rotate for patron and staff convenience. We were able to get an excellent price of under \$200 each.
- C. Preliminary proposal for the creation of teen space on the first floor – Ms. Pergander presented a preliminary discussion of and proposed floor plan for space designated for Teen Services, to be created on the southeast side of the first floor of the library. Potential noise issues and noise reduction were discussed. In general, the board strongly supported the concept of a space for a teen materials collection with study and socializing spaces. Ms. Pergander will arrange for a presentation by the teen librarian of specific aspects of the plan.
- D. Landscaping proposal with removal of dying trees on the east side of the library - Ms. Pergander requested permission to remove a dead mugo pine and two hawthorns from the front of the building. While there is agreement that the front landscaping needs improvement, there were concerns about the removal of the hawthorns, as well as an interest in coordinating our plans with the Village. Ms. Pergander will arrange for the removal of the pine and will explore with the Village the issues with the hawthorns.
- E. Discussion: Interlibrary Loan Policy Proposal regarding changes in fees - At the current time there is a different fee structure for interlibrary loan materials than for the other library materials. As we prepare for the new automation system, management recommends consolidating these into one fee structure at the lower rates. The full Interlibrary Loan Policy will be brought for approval at some time in the future. At present, management requests board support of the proposed fee structure revision so that the new fee structure can be incorporated into the new automation system. Ms. Dembitz expressed support for a more global, less punitive fee structure for interlibrary loan as proposed. Mr. Simon made a motion to revise the ILL fee structure to match fees for other materials. Seconded by Mr. Goldberg. The motion was approved with the following vote: Ken Abosch – yes, Ron Simon – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes, Mary Courtney – yes.
- F. Notice of public hearing regarding creation of public open space at Waukegan and Deerfield roads – There will be a hearing on April 30 at the Village Hall. The impact of the plan on the library and parking was briefly discussed. Board members were encouraged to attend the hearing.

- G. Plans for 4<sup>th</sup> of July – Board members confirmed their interest in having an entry in the parade. Ms. Pergander will confirm whether T-shirts are available. The board would also like some give-aways.

Sunday Mueller offered to host a Staff Appreciation “tea” during National Library Week on Thursday, April 16 from 2:30 to 4 pm. Ms. Dembitz offered assistance.

- H. Ms. Dembitz made a motion, seconded by Ms. Courtney, to end the open session at 8:50 and enter into a closed session for the purpose of discussing personnel matters as allowed by law. The motion was approved with the following vote: Ken Abosch – yes, Ron Simon – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes, Mary Courtney – yes.

The closed session ended at 10:10 pm, and the open session was reconvened. The meeting was adjourned at 10:11 pm.

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Ron Simon, Board Secretary