

**Deerfield Public Library Board of Trustees**  
**Regular meeting minutes**  
**May 20, 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, Mary Courtney. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander.

2. SWEARING IN OF NEW BOARD MEMBERS

Village Manager Kent Street was present for the swearing in of the re-elected board members: Marla Bark Dembitz and Jeffrey Rivlin.

3. ELECTION OF BOARD OFFICERS/COMMITTEE APPOINTMENTS

Ms. Courtney made a motion to accept the proposed slate of Mr. Abosch for president, Mr. Simon for Secretary, and Mr. Rivlin for Treasurer. Mr. Goldberg seconded the motion. The motion was approved. The officers were congratulated by fellow board members.

The current committee appointments were reviewed. The following changes were made: Service Area Committee: Mr. Goldberg will be chairman. Former chairman Mr. Rivlin will remain on the committee. Board relations: Mr. Goldberg will chair the committee. Former chairman Mr. Simon will come off the committee. Ms. Dembitz is added to the committee. A revised copy of the committees will be included in the board packet of the next meeting.

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No guests addressed the board.

5. PRESENTATION ON THE CREATION OF TEEN SPACE ON FIRST FLOOR

This New Business item was moved forward in the agenda. Teen Librarian Colleen Seisser, accompanied by Head of Reader's Services/PR Karen Kleckner, presented an overview of her vision for the proposed teen section of the library, including a proposed space and furnishings plan. The board thanked her for her presentation. Ms. Pergander asked for the board's support of the project plans. Ms. Courtney made a motion to support the proposed teen space, and to allocate up to \$6000 to establish the space and provide furniture. Mr. Simon seconded the motion. 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 board expressed appreciation for Ms. Seisser's contagious enthusiasm.

6. CONSENT AGENDA

Mr. Goldberg made a motion to approve the consent agenda, which included the April minutes of the regular board meeting, April Finance committee, April 18 board retreat, May 12 special meeting, and closed session minutes from March 18 and April 15. Also included are financial reports. Seconded by Ms. Dembitz. The motion was approved.

At the conclusion of the meeting, Ms. Dembitz made a motion, seconded by Ms. Mueller, to accept the minutes of the closed sessions from March 18 and April 15, 2009. The motion was approved.

7. TREASURER'S REPORT

There are two lists of checks this month. The check lists include some checks for the recently concluded fiscal year, and others for the new fiscal year. Ms. Dembitz made the motion, seconded by Mr. Simon, to approve the Check List, including the following: Electronic transfers from Illinois Fund General Fund, checks 205 through 208 from the BankFinancial petty cash account, and General Fund Checks 4055 through 4140 in the total amount of \$98,522.66. 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.

The IMRF contribution rate has increased due to recent market losses. Management recommends paying the full 14% increase, as budgeted, rather than the phase in rate. The phase in rate would cost the library more money over time. Mr. Rivlin made the motion to pay the 14% as recommended and budgeted. Ms. Mueller seconded the motion. The motion was approved by the following vote;

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

The Finance Committee recommended closing the inactive Illinois Fund reserve account ending in 8560 as per the proposed Resolution (2009-01). Mr. Rivlin made the motion to adopt the resolution. Seconded by Mr. Goldberg. The motion was approved by the following vote;

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

The Finance Committee recommended the transfer of up to \$900,000 additional Reserve money into the CDRS program to obtain higher yields. This should occur in increments of \$150,000 over a six week period, as described in the proposed resolution (2009-02). Mr. Rivlin made a motion to adopt the resolution, seconded by Mr. Simon. The motion was approved by the following vote; Ken Abosch – yes, Ron Simon – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes.

#### 8. LIBRARY DIRECTOR REPORT

In response to the board's suggestion, the monthly report will be expanded to cover more details about more topics of interest to the board. To help identify these, the board packet contained samples of reports from the managers as well. Ms. Pergander answered questions about some of these. Highlighted activities include: There were many school-related activities this month, related to the upcoming summer reading program season. The adult summer reading program winner will have a reserved parking space for a few months in our lot. It is being carefully selected so as not to inconvenience other patrons. Shifting of the non-fiction section has been completed, creating space for the new teen section. Librarian John Kelsey attended an information session about virtual reference services. Staff and managers from other departments attended a variety of training programs as well. Work space for the Head of Reference remains an issue. Library staff participation in community groups was highlighted. Circulation for the month was 44% higher than one year ago. Ninety-seven new Deerfield library cards were issued, and 84 reciprocal borrowers registered their cards this month. The new automation system planning continues. A new electrical panel will be needed, and a bidding process will take place. Plans are in place for the new exterior drive-up book drops. The Friends will help with the ceremonial first-use. They have pledged \$10,000 toward the purchase of the drops. Staff members are offering a variety of programs in venues outside the library, such as other organizations and businesses. Some are on a continuing basis; others are one-time sessions. The library continues to clear clutter, including damaged, unused items in storage such as chairs with broken legs, and doors removed during a previous remodeling which no longer meet building codes. Our website was visited over 83,000 times during the past twelve months. In the past three months our library computers have been used 4693 times, not including the library catalog computers.

#### 9. VILLAGE LIAISON REPORT

Village Trustee Seiden provided an update about the Village.

#### 10. STRATEGIC PLAN DISCUSSION

- A. Update on expanding non-resident services – Mr. Abosch described the methodology used to calculate an alternative per-household charge for library cards for residents of Bannockburn using an optional formula that still meets the legal requirements for charging non-residents of unserved areas for library services. Mr. Goldberg mentioned being contacted by Bannockburn schools for access to library services for students, also.

While there is strong support for making library services more accessible for the underserved communities around us, there is also board concern for assurance that the fees assessed will be comparable and fair in comparison to what Deerfield residents pay through their taxes. The topic was tabled, pending a special session with the library attorney. In addition, a meeting of Mr. Goldberg, Mr. Abosch and Ms. Pergander with the Bannockburn Principal will be scheduled after the Bannockburn Village Manager is informed.

- B. Draft building plan review follow-up – Ms. Pergander reported that the architects met with the library managers to continue preparation of a space planning and building assessment document for the library board at the June meeting.
- C. Possible LEED status documentation – At the meeting with the architects, the managers learned that remodeling the building, including improvements to the energy efficiency of the building and HVAC systems is very likely to meet at least silver LEED standards without incurring additional costs. If the board wanted to have the library LEED certified, however, additional costs would result, primarily from the need of the contractors to document how and where materials taken from the job site are recycled, reutilized, or handled in an environmentally safe manner.
- D. Scheduling of “vision” meeting – Tabled.

#### 11. OLD BUSINESS

- A. Librarian in the Lobby report, and Farmer’s Market preparations – Ms. Mueller and Ms. Dembitz reported that they received many positive comments during the Librarian in the Lobby session. The Farmer’s Market does not provide any set-up, only the space. The board members who will be at the Farmer’s Market agreed to bring their own table(s) and folding chairs for each of the two sessions. Ms. Pergander will provide a box with table cover, materials, and give-aways in advance of each session. The board determined that no other staff assistance will be needed by the board for the sessions.
- B. Board self-evaluation report – Tabled.
- C. Exterior drop boxes for books and media – See Library Director report above.
- D. Creation of public open space at Waukegan and Deerfield roads – Tabled.
- E. Additional electric panel for server room – Ms. Pergander reported that the architects have informed her that the electric capacity of the current server room is insufficient for the new servers that must be installed for the automation project. There is time to bid and install a new electric panel with expanded capacity for the room. The architects estimate the fee will be about \$10,000. If this space continues as the server room in any plans for a remodel, this work will apply toward that goal. The project must be bid and the work completed by mid-July to meet deadlines.

#### 12. NEW BUSINESS

- A. Annual reaffirmation of non-resident fee cards – Ms. Mueller made a motion, seconded by Mr. Goldberg, to continue offering non-residents of unserved areas around Deerfield the option to purchase non-resident fee-based library service (cards) at the tax-equivalent rate of Deerfield residents. The motion was approved by the following vote: Ken Abosch – yes, Ron Simon – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes.
- B. New health insurance rates – Tabled.
- C. Discussion of costs for extension of health benefits as required by law (HB5285) - Federal law now provides an option for persons 26-30 to obtain health insurance through their parents. This is a complex issue with many options. Management recommended that the board provide this option to families without any subsidizing of additional costs related directly to the adding of eligible persons to the insurance. Mr. Goldberg made a motion, seconded by Ms. Dembitz, not to subsidize any of the additional costs incurred by employees selecting this benefit. The motion was approved by the following vote: Ken Abosch – yes, Ron Simon – yes, Marla Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes.

- D. Proposal to create temporary Head of Reference Office - Ms. Pergander described the changing duties of the Head of Reference, and the need for a more private space to conduct employee-related activities and develop projects. The architects suggested a temporary solution in a space adjacent to the Reference Office. The project does not require any changes in electrical, plumbing, carpet, or furnishings. Their preliminary estimate, however, was \$10,000 because of the need to tie the temporary wall into the deck above for safety and stability. The board agreed that it is not wise to invest that much into a temporary solution. Ms. Pergander requested the opportunity to research actual costs before deciding the fate of the proposed "office". Mr. Simon made a motion to have Ms. Pergander research costs related to the project. Seconded by Ms. Dembitz. The motion was approved.
- E. Presentation on the creation of teen space on the first floor – See Presentation in 5) above.
- F. IPLAR report – The annual report to the State of Illinois has been completed and prepared for signatures.
- G. Discussion of board philosophy of applying gifts and sponsorships to Programming - Ms. Pergander asked that gifts from the Friends, local clubs, and others; as well as grants for programming from the Illinois Humanities Council and others, be applied to the related programs as an increase in program funds available, rather than to offset Programming funds for use elsewhere. This allows the expansion of programming for children and adults while motivating staff members to find alternative funding supporting their programs. The board members expressed their support.
- H. Patron issue and possible restriction of privileges – Tabled.
- I. Summary of meeting with Park Ridge Public Library Board – Tabled.
- J. Update regarding the York estate – Tabled.

Mr. Simon made the motion to adjourn, seconded by Mr. Goldberg. The meeting was adjourned at 10:05 pm.

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Ron Simon, Board Secretary