

Deerfield Public Library Board of Trustees
Regular meeting minutes
August 20, 2008

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:07. Present: Board members: President Ken Abosch, Ron Simon, Marla Bark Dembitz, Michael Goldberg, Mary Courtney, Sunday Mueller. Jeff Rivlin was available via phone in a non-voting capacity for a portion of the meeting. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander. Members of the Automation Team: Meg Anthony, Susan Bloom, Carol Dolin, Judy Hortin, Mary Pergander, Melissa Stoeger, Rebecca Wolf, Joe Vetrano (consultant). Member John Kelsey was unable to attend.

President Ken Abosch allowed the changing of the agenda in order to have the Automation Team present its recommendation. Ms. Pergander presented an overview of the rigorous process and steps followed by the Automation Team in developing criteria, studying the options and making a recommendation. She endorses the Team's recommendation. Approximately 100 criteria were developed; site visits undertaken, interviews and demonstrations conducted. Four main options emerged, reflecting two strong vendors with local installations of both a consortium-style and stand-alone nature. Final quotes are also being obtained through a modified RFP process. Following the presentation, members of the team addressed the board's questions. Ms. Courtney noted that the presentation and support materials were compelling. Ms. Dembitz noted that the goals and mission had a patron focus. Ms. Mueller praised the Team's written report in the packet as being very thorough and helpful in making the decision. Ms. Courtney made a motion to accept the recommendation of the Automation Team to move forward with Innovative's product in a stand-alone environment. Seconded by Mr. Goldberg.

The motion was approved by the following vote:

Ken Abosch – yes, Ron Simon – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Mary Courtney – yes, Sunday Mueller – yes.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None

3. CONSENT AGENDA

Ms. Dembitz made a motion to accept the consent agenda, seconded by Mr. Simon. The consent agenda items included:

- A. Minutes: Regular session (June)
- B. Balance sheet/Revenues and Expenses/Other financial reports except check list (July and August)
- C. Variance report
- D. End of Year accrued PTO liability report
- E. Accrued Payroll Adjustments report
- F. Petty cash policy recommendation (Reviewed by Finance Committee)
- G. Recommendation to engage consultant for telephone system project
- H. Report from Friends of the Deerfield Library (Verbal report presented in July)
- I. Request for Reconsideration of Library Materials
- J. Results of 2008 Community Survey
- K. Serving Our Public Standards review: Chapter IX – Implications of technology

- L. Personnel manual change recommendation regarding offering health insurance to retirees

The motion was approved.

4. TREASURER'S REPORT

In Mr. Rivlin's absence, Ms. Pergander answered questions about check numbers. Ms. Mueller made a motion to accept (July and August) checks 103-118 and 3310 – 3435 in the total amount \$135,113.37.

Seconded by Ms. Courtney.

The motion was approved by the following vote:

Ken Abosch – yes, Ron Simon – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Mary Courtney – yes, Sunday Mueller – yes.

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: Circulation has been up over 20% for two months. In addition to staff efforts, the increase is probably due to the state of the economy, and many libraries are experiencing higher than average circulation. The new Head of Reference, replacing retiring Judy Hortin, will be Reference Librarian Emily Compton. Ms. Pergander praised the Tech Services and Media departments for their progress and accomplishments as we seek new department heads for these areas. Many new films have been added to the collection to meet the increased demand. Patron comments about lack of available items have greatly diminished. The library will be having a Food for Fines drive for the West Deerfield Township food pantry in October.

6. VILLAGE LIAISON REPORT

Village Trustee Bill Seiden presented an update of activities in the Village.

7. STRATEGIC PLAN DISCUSSION

Ms. Courtney reviewed the architect selection process, with a discussion comparing the three presentations and approaches to Phase One. Phase One is the process that will include community members, leaders, staff members and the board in evaluating the community needs and uses of library spaces and the current building, to create a recommendation regarding remodeling the current facility with a possible expansion if warranted. Mr. Simon made a motion, seconded by Ms. Courtney, to negotiate a contract for Phase One with PSADewberry.

The motion was approved by the following vote:

Ken Abosch – yes, Ron Simon – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Mary Courtney – yes, Sunday Mueller – yes.

The board will invite other knowledgeable parties to assist them in the negotiation process. The contract will be signed by the board.

8. OLD BUSINESS

- A. Clarification – Accept vs. Approve financials. Ms Pergander reported that, according to the sources, boards “approve” the monthly financials, including the checks. Mr. Seiden noted, however, that audits are “accepted”, not approved.

9. NEW BUSINESS

- A. Board Committee assignments for FY 2008-09. Most committees will remain the same. Mr. Abosch will be added to the committees on which the President serves. However, Mr. Simon will remain as Chair of Policy Committee and Mr. Abosch will not be a standing member. The Building Committee will be inactive until needed. Ms. Mueller will join Board Relations in place of Mr. Abosch. Ms. Pergander will provide the updated list for the next meeting. Ms. Mueller made a motion to accept the changes in the standing committees. Mr. Goldberg seconded the motion. The motion was approved.
- B. Preliminary Automation recommendation – See above.
- C. Architect firm Recommendation – See Strategic Plan discussion above.
- D. Hicks Grants recipients recommendations (Finance Committee). Ms. Mueller shared information about the five applications for Hicks Grants, and the Finance Committee recommendation to fund all or parts of the requests for three of the applicants for a total of \$850. However, the \$237 available interest on the account does not provide sufficient available funds to meet the desired disbursements. Spending some of the principal and fund-raising were discussed as ways of meeting the needs. The Finance Committee recommended a \$1000 cap on spending in excess of interest earned, per Hicks Grants period. Mr. Goldberg noted that spending the grant money on our employees is an investment in good people, while the money lasts. Mr. Simon made a recommendation to allow a one-time deviation to spend up to \$1000 of the principle. Seconded by Mr. Goldberg. The motion was approved by the following vote:

Ken Abosch – yes, Ron Simon – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Mary Courtney – yes, Sunday Mueller – yes.

Ms. Courtney made a motion to accept the awards recommended by the Finance Committee as follows:

Pamela Carlson	\$170
Carol Dolin	\$280
Heidi Knuth	<u>\$400</u>
Total	\$850

Information about the grants and recipients will be sent to the local newspaper, and featured in the library’s newsletter and website. Ms. Mueller will advise former director Jack Hicks, in whose honor the grants were created, about the current recipients.

The philosophy of the Hicks Grants will be discussed at a future meeting.

Mr. Simon made a motion to adjourn, seconded by Ms. Courtney. The motion was approved, and the meeting adjourned at 9 pm.