

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

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:10. Present: Board members: Ron Simon (President pro tem), Jeff Rivlin, Marla Bark Dembitz, Michael Goldberg, Mary Courtney, Sunday Mueller. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander.

President pro tem Ron Simon allowed the changing of the agenda in order to have Ms. Heidi Knuth present her summary of the Reading Warriors grant program. Ms. Knuth acquired responsibility for the grant after it had begun. Under her leadership, an innovative survey of local school-aged children was conducted, in coordination with local schools. The results attracted national attention. In addition, the successful boys-dads reading club was so popular we sought additional local funding to expand the club for more participants. The board expressed appreciation to Ms. Knuth for her extraordinary efforts and success. They requested that Ms. Pergander offer additional presentations by other departments in the future.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None

3. CONSENT AGENDA

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

4. TREASURER'S REPORT

Mr. Rivlin asked Ms. Pergander to explain a recent change in the financial reports, as suggested by the accountant. The board asked Ms. Pergander to discuss the changes with the accountant and restore the previous method of presenting the reports. Ms. Pergander agreed to do so. Checks 119 and 3346 - 3501 in the total amount \$86,132.40 were approved by the following vote:

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

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: Circulation continues to run about 20% higher, with 45% of all circulated items being non-print. We are looking for ways in increase the number of non-resident card-holders, due to community interest. We are planning to improve our wireless service, and also to replace our phone system. Sheila Urwiler is the new head of Media. We have spent \$9100 of the allowed "\$12K spruce-up" for new furnishings in Youth Services and Reference, and for new large display and signage units. There is a new reporter for the Pioneer Press: Matt Kiefer. We have provided an orientation for him to the library and our services.

6. VILLAGE LIAISON REPORT

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

7. STRATEGIC PLAN DISCUSSION

Ms. Pergander reported that a copy of the proposed agreement with PSADewberry for Phase One has been received. In addition to legal review, the following people will participate; Mr.

Abosch, Ms. Dembitz, Ms. Courtney and Mr. Goldberg. Staff: Ms. Pergander. In addition, a community member-architect will be asked to participate.

8. OLD BUSINESS

A. Discussion of the philosophy of the Hicks Grants – Tabled.

9. NEW BUSINESS

A. Presentation – Reading Warriors Grant Summary (above)

B. Recommended annual calendars for 2009 board meetings and library closing dates

The dates will be corrected to say 2009, not 2008. The board considered the effect of meeting dates on the ability of the business office to pay bills on time, in months when the meetings are the earliest dates. If necessary, selected checks can be cut and signed by board members, and presented with the next batch to be approved, as is currently the practice when necessary. Ms. Courtney made the motion to approve the meeting dates for the coming year, seconded by Mr. Goldberg. The motion was approved. Also, the dates for proposed closings were reviewed for approval. Although the Personnel Manual states that Christmas Eve closings will be determined annually, in practice we have closed on that holiday for many years. Mr. Simon made a motion to make Christmas Eve an official library holiday and date we are closed, and to modify the personnel manual to reflect this. Seconded by Ms. Dembitz. The motion was approved. In addition, we have typically closed at 5 pm on New Year's Eve, although the personnel manual says it will be determined annually, and we had previously voted to close at 1 pm on New Year's Eve 2008. Ms. Courtney made a motion, seconded by Ms. Mueller, to standardize New Year's Eve to a 5 pm closing, including the current year 2008, and to modify the manual to so state. The motion was approved. Ms. Pergander will gather Circulation stats for future closing and holiday discussions. With the two changes noted above, the 2009-2010 Closing Dates for Deerfield Public Library were approved.

Ms. Pergander will see if Arts in Riverwoods is being held this year and whether we are participating.

Ms. Dembitz made a motion to adjourn, seconded by Mr. Goldberg. The motion was approved, and the meeting adjourned at 8:25 pm.

Ron Simon, Board Secretary