

Deerfield Public Library Board of Trustees
Regular meeting minutes
October 15, 2008

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:05. Present: Board members: Ken Abosch, Ron Simon, Jeff Rivlin, Marla Bark Dembitz, Sunday Mueller, Michael Goldberg. Staff: Library Director Mary Pergander.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None

3. CONSENT AGENDA

Two typing errors were noted and corrected. The recent closed session minutes were removed from the Consent Agenda for discussion in closed session.

Mr. Simon made a motion to accept the consent agenda, which included the regular meeting minutes, older closed session minutes and financial reports, seconded by Mr. Goldberg. The motion was approved.

4. TREASURER'S REPORT

Mr. Rivlin reported that interest rates are stable this month in spite of other changes in the economy. He suggested the board consider diversifying investments into CDs. Ms. Mueller made a motion, seconded by Ms. Dembitz, to approve the following: Automatic debit to E-pay clearing account, Check 120 and Checks 3567 to 3630 in the total amount of \$69471.56. The checks were approved with the following vote:

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

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: We are replacing our wireless system for patrons, due to continuing problems. This will be installed next month. A consultant is developing an RFP for a new telephone system (equipment). Our current system cannot provide enough phones for staff, nor necessary features. For telephone service we have switched to AT&T. Rebecca Wolf has been promoted to Circulation Manager/Automation System Manager, in recognition of her excellent skills and leadership. Our accountant has resolved the concerns about reporting format. Roof leaks have been repaired. Collection weeding is continuing. A six-month progress report of accomplishments toward this year's goals was provided to board members.

6. VILLAGE LIAISON REPORT

There was no report.

7. STRATEGIC PLAN DISCUSSION

Mr. Abosch reported on a recent request to improve the availability of services for non-residents. He will discuss this request with legal counsel to identify possible options.

8. OLD BUSINESS

- A. Architect contract – The contract is being reviewed by legal counsel. The proposed focus groups will include: a) parents with young families, b) "empty nesters", c) business and community leaders and decision makers. In addition, junior and senior high students should be included in some way. In response to a question about the changing economic climate, board members recommended being aware of any concerns that may arise. Nevertheless, with circulation rising sharply and the scaling back of previous plans, it is important to proceed with the planned consultation to identify needs and options. Ms. Pergander will compare the contract cost with similar projects to be certain it is a competitively priced engagement. Ms. Pergander will schedule a meeting of the sub-committee to review the contract.
- B. Automation system contract – It is being reviewed by our attorney.

9. NEW BUSINESS

- A. Options for reaching more non-resident library users – (See Strategic Plan discussion above)

- B. Per capita grant application – The application has been completed and sent to the State on time.
- C. Grandy Foundation grant update – We have been notified that we have selected to proceed to the second round of this grant process. We have requested \$15,000 to fund the StoryCorp portion of One Book One Zip Code this year.
- D. Holiday Party discussion – Board members agree that having the party in the library with a games theme will be a good way to promote more socializing among attendees. The board prefers the library not close early to prepare for the event. The proposed date is Friday, December 12. The board suggested December 13 as an alternate. Ms. Pergander will relay this information to the event planning committee.
- E. Request to waive the bid process for parts replacement for security system – Ms. Pergander presented three quotes for replacement parts of a proprietary security system currently in use in the library. She requested a waiver of the bid process and the recommended the selection of 3M as the preferred vendor, based on lowest quoted price and proprietary nature of the system. Ms. Dembitz so moved, seconded by Mr. Rivlin. The motion was approved with the following vote:
Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin - yes.
- F. New phone system – Ms. Pergander referred board members to the discussion under her report, above.
- G. New copier/printer options – Ms. Pergander reported that the library spent about \$11,000 on toner and ink last year. There are currently several service contracts and no coordination of services or supplies. In addition, home-style printers are in use throughout the library, and many have begun to fail. Newer networked options would provide better coverage, control of toner and ink costs, coordination of service and lease contracts, etc. Several vendors are providing quotes and equipment will be evaluated by staff members. Business Manager Carol Dolin is coordinating this. Mr. Abosch requested Ms. Pergander to investigate the feasibility of offering faxing to the public, such as airports offer.
- H. The Illinois Library Association is offering trustee training on February 28. Ms. Mueller and Ms. Dembitz expressed interest in attending.

Mr. Goldberg made a motion to adjourn the regular meeting to enter into closed session for the specific purpose of reviewing the minutes of closed sessions. Ms. Dembitz seconded the motion. The motion was approved with the following vote:

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

At 8:50 pm the regular meeting reconvened. Ms. Dembitz made a motion to accept minutes from closed sessions dated July 19, 2006; April 18, 2007; March 19, 2008; and April 16, 2008. Ms. Mueller seconded the motion. The motion was approved with the following vote:

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

Ms. Mueller made a motion to adjourn, seconded by Mr. Goldberg. The motion was approved and the meeting adjourned at 8:52 pm.

Ron Simon, Board Secretary