

Deerfield Public Library Board of Trustees
Regular meeting minutes
October 17, 2007

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:10. Present: Board members: President Ron Simon, Marla Bark Dembitz, Ken Abosch, Jeff Rivlin, Mary Courtney, Michael Goldberg. Staff: Library Director Mary Pergander. Trustee Sunday Mueller was absent.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA.

The minutes were removed from the consent agenda. Ms. Courtney made a motion, seconded by Ms. Dembitz, to approve the remaining items on the consent agenda. The motion was approved.

MINUTES

The minutes were corrected to note that Ms. Dembitz and Mr. Goldberg had been present at the previous meeting. Mr. Abosch made a motion to accept the minutes as corrected. Seconded by Ms. Courtney. The motion was approved.

4. TREASURER'S REPORT

Mr. Abosch noted that purchases of children's materials are significantly below budget. Mr. Abosch made a motion reflecting this concern. Seconded by Ms. Dembitz. The motion was approved. Ms. Dembitz made a motion to approve checks 2729, 2731, 2732, and 2735 through 2796 in the total amount \$53,483.93 Seconded by Ms. Courtney.

The motion was approved by the following vote:

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

Ms. Pergander will assure that the various Baker and Taylor accounts are identified on the Expenses by Vendor Summary.

Ms. Pergander recommended approaching the Park Foundation to serve as a depository and distributor for funds that are raised for the One Book One Zip code community-wide project. The funds need to be deposited in a 501©3 organization. Although the Friends of the Library are becoming a 501©3, they are not prepared to serve in this capacity for One Book One Zip. The Park Foundation has the experience, the systems, and has served in this role for other organizations from time to time. The Board agreed that Ms. Pergander should explore this option with the Park District Foundation. Ms. Courtney also updated the Board on the progress of the One Book One Zip committee.

5. LIBRARIAN'S REPORT

Ms. Pergander reported on the Arts in Riverwoods activities, including the contest judging by the Mayor of Riverwoods and Jeff Rivlin. Many local school children participated. Lynn Stainbrook will begin staff focus groups to discuss expectations for the new automation system. The new laptop will allow us to demonstrate our website and other features at events like the 50+ Expo. The Media Department is nearing completion. The personnel manual draft will be reviewed by the managers, and the Board HR committee. The lighting project bid packet is being reviewed by legal counsel. Staff again surpassed the monthly weeding goal for unused materials. We are experiencing high turnover in Youth Services.

6. VILLAGE LIAISON REPORT

None.

7. STRATEGIC PLAN DISCUSSION

All Board members were reminded of the joint board-manager long range planning meeting on October 20. There will be a follow-up meeting of the Board on Saturday, November 17 to discuss next steps in the planning process.

8. OLD BUSINESS

- A. Other committee reports
None
- B. Update on Riverwoods Art Fair participation
See Librarian report above.

9. NEW BUSINESS

- A. Report in partial fulfillment of Goal #5 – Media department
The Board members expressed their appreciation for the outstanding report prepared by Glenn Poch and Celeste Hanson on the exciting plans for the Media Department, submitted as substantial fulfillment of the goal. The remaining portion of the goal is to participate in identifying future space needs as part of any future planning. Mr. Simon made a motion to accept the report as provided, and noted that this is an adequate step toward completion of the goal. Mr. Goldberg seconded the motion. The motion was approved.
- B. Human Resources Committee recommendation regarding Director-requested HR changes
Committee chairman Mr. Abosch described the process the HR Committee followed in evaluating the proposal, which had three sections: change from 35 to 37.5 hour work week, allow roll over of unused accrued vacation time, and put all employees onto same pay period. The proposal, reviewed by an external expert, was evaluated to be in compliance with best practices. The HR Committee resolved to recommend support of each recommendation. Ms. Pergander agreed to change the maximum vacation roll-over to ten days regardless of job category. Mr. Simon made a motion for the full board to accept the HR Committee resolution with the change noted above. Mr. Rivlin seconded the motion. The motion was approved.
- C. Board President expression of appreciation
Board president Mr. Simon expressed appreciation to Mr. Abosch and Ms. Pergander for presenting a successful Trustee training session at NSLS.
- D. All Board members were invited to attend the Chamber of Commerce dinner on Wednesday, November 7.

Ms. Dembitz made the motion to adjourn, seconded by Mr. Goldberg. The motion was approved. The meeting adjourned at 8:40 pm.