

**Deerfield Public Library
Regular Meeting Minutes
October 21, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:04. Present Board members: President Pro Tem Ron Simon, Jeff Rivlin, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, Sunday Mueller. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Susan Karp, President of the Friends of the Deerfield Public Library reported to the board on the annual book sale – see New Business, item a.

Deerfield resident Marv Kayne addressed the Board regarding proposed construction and his concerns about how it would affect tax payers. He recognized the excellent services offered by the Library, praised the Board for its efforts to seek alternative sources of funding, and urged the Board to consider the possible impact on tax payers should the project move forward. The Board thanked Mr. Kayne for his time and assured him they would take his comments under consideration.

3. CONSENT AGENDA

Mr. Goldberg made a motion to approve the consent agenda, which included the regular meeting minutes from September 16 and Policy Committee meeting minutes from October 14. Seconded by Ms. Courtney. The motion was approved.

4. TREASURER'S REPORT

Current Check List

Ms. Mueller made the motion, seconded by Ms. Dembitz, to approve the Check List, including General Fund checks 4444-4509 in the total amount of \$77,103.63. The checks were approved with the following vote: Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported that the new automation system implementation continues to be improved. Staff members will receive additional training to meet competencies about the features of the patron side of the system. To better serve patrons, all departments now label new materials with a yellow tape. The last of the modules, Serials, will be in place as scheduled in January, 2010. At that time we will also begin circulating magazines for the first time, and back issues will be available near the fireplace, rather than in storage in the staff areas. On September 22 the public report of the architect study was attended by about 30 people. The question and answer portion is on our website. Circulation continues to rise, and was up nearly 18% for September compared to the prior year. We issued 277 new library cards in September. We added 1364 items to the collections, and circulated DVDs nearly 11,000 times. The teen blog had over 2800 hits. There were 18 community-based meeting room events, plus library uses. The small study rooms near Youth Services were used an additional 102 times. We delivered 25 items to private homes for patrons too ill to visit. Space for eight employees is being created in the old graphics/storage area. We purchased pre-owned furniture and even traded in unused chairs to help cover the costs. In addition, two managers will be moving into the area previously used for Youth Services staff. This provides work spaces more in line with our current needs. Our many outreach activities included a welcome session for new Deerfield

High School Principal Audris Griffith, two Farmer's Market visits, an introduction for homeschooling parents, and many other contacts with local schools.

6. VILLAGE LIAISON REPORT

Mr. Seiden shared news of the Village with the Board.

7. STRATEGIC PLAN DISCUSSION

a) Feedback from Public Meeting

Questions and answers which were transcribed by Karen Kleckner during the public meeting were posted on the Library's website within a day of the meeting. Anecdotal feedback has been generally positive and Ms. Pergander has had several visitors that have expressed approval of the Library's efforts to seek public opinion on the project.

b) Next steps toward the project

Steve Larson and John Miller, Financial Advisors from Ehlers & Associates, Inc. met with Ms. Pergander and Ms. Dolin to gather information to prepare a financial report to explore ways to finance the project. The report is expected in about six weeks.

c) Live and Learn Construction Grants

While the Library continues to seek other sources of funding including grants, the remodeling project is not sufficiently developed to qualify for the State's Live and Learn Construction Grant funds for 2010.

8. OLD BUSINESS

a. Report on September 26 Farmer's Market

Mr. Goldberg and Mr. Rivlin represented the Board at the Farmer's Market on September 26. The timing was soon after the public meeting and yielded a solid sampling of varying points of view from various representatives of the community at large. While most comments were positive, some were skeptical of the price quoted for the project. The Board emphasized that the estimate is all inclusive and does not reflect construction costs alone. To best use board member time in the future and to see as many community members as possible, the period from 9 am to noon seems to be the ideal.

9. NEW BUSINESS

a. Friends of the Library – acknowledging book sale success

Ms. Karp, President of the Friends, reported that the sale brought in nearly \$4,000 this year, which was somewhat lower than last year, possibly due in part to the state of the economy and the difference in inventory for sale. Children's books and cookbooks continue to sell extremely well. The Friends welcome more assistance from the board, staff, and community at large.

Ms. Karp also reported on the spinner at the train station. The Friends increased the books stocked in the spinner. Afterward, Ms. Karp checked the spinner in the evenings for 10 days, and found that the spinner was never empty. The added inventory and frequency of restocking appear to be satisfying the need.

The Board thanked Ms. Karp and the Friends for their outstanding efforts on behalf of the Library.

b. Proposed elimination of due date stamping

Ms. Pergander reported that Deerfield Public Library is one of very few libraries still stamping individual items with the date due. As our volumes increase, the practice creates longer lines for patrons at Circulation, due to the substantial staff time involved. The Board recognized that providing the due date on each item is a service many patrons appreciate, however, when weighed against the increasing wait to check out, they agreed eliminating it is worth considering.

Each patron will receive a printed receipt of items at the time of checkout. To help patrons transition, the board recommended stamps also be available for patrons to use if desired. Ms. Courtney made a motion to approve the elimination of hand stamping every item. Ms. Mueller seconded. The motion passed by the following vote: Ron Simon – yes, Jeff Rivlin – no, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes. The change will be announced in the newsletter and other locations, and will take place on December 1. The board also asked that the email notification system be promoted at the same time, for patron convenience in determining due dates.

c. Revised Meeting Room policy

Revisions to the Meeting Room policy reflect changing case law and the need for a designated and limited forum. The revised policy offers a unified and common message and facilitates administration of meeting room requests. The revised Meeting Room policy was submitted to the Library's attorney for review and approval. Ms. Dembitz moved to approve the meeting room policy with changes as recommended. Mr. Goldberg seconded. The motion passed.

d. Revised Juvenile DVD and Game policy

The Board reviewed the ALA's interpretation of the Library Bill of Rights as it applies to Access for Children and Young Adults to Nonprint Materials and examined surveys of policies and practices of surrounding libraries, and then discussed proposed revisions to the Juvenile DVD and Game policy. The proposed change will allow anyone up to age 18 to access any DVD or video game UNLESS a parent or guardian has signed a request to revoke this privilege. Currently, the opposite is true: no one under 18 can access these materials unless a parent signs a permission form to allow it. However, the board noted that the library does not restrict access to music, print materials, or the Internet. Changing the policy for DVDs and video games will be more consistent with the policies for other library materials. The board concluded that the policy should take effect March 1, 2010, to allow ample time to disseminate information about the policy change to library users, especially parents. The board requested an extensive and personalized communication of the changing policy to parents. Ms. Pergander will work with library managers and staff to do so. Ms. Dembitz made a motion to accept the proposed revision to the Juvenile DVD and Game policy. Ms. Mueller seconded. The motion passed by the following vote: Ron Simon – yes, Jeff Rivlin – no, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes.

e. Robbins Public Library concerns

Ms. Mueller reported to the board on the Robbins Public Library. This is a small library in a socioeconomically-depressed area south of Chicago, that is facing possible closure due to economic difficulties. With more libraries facing this situation, Ms. Mueller wondered if there is a way the Library could provide some kind of assistance. Some other libraries are diverting portions of their book sale proceeds to a "sister" library. This might not be possible at this time due to the fledgling nature of the Friends group. The board will continue to consider avenues of assistance.

f. Proposed holiday pay clarification/change.

Ms. Pergander requested that, for consistency in administering holiday pay, the prorated pay policy for holidays for full time and part-time employees working 20 hours or more per week be extended to part-time employees working fewer than 20 hours per week. The change would give each employee 1/5 of a week's pay for a paid holiday. Ms. Courtney moved to accept the proposed holiday pay clarification/change. Mr. Goldberg seconded. The motion passed.

g. Suggestion to hold Trustee in the Lobby on Saturday, December 5.

After discussing the possibility of holding Trustee in the Lobby on December 5, the board decided to choose an alternative date in the future.

h. LIMRiCC Proposed Amendments Document and New Intergovernmental Agreement. A resolution was presented to adopt the Library Management and Risk Control Combination group Proposed Amendments Document and New Intergovernmental Agreement. Mr. Goldberg moved to accept the proposed resolution as presented. Ms. Mueller seconded. The motion passed.

10. OTHER

a. Several members of the Board are unavailable to meet on November 18. Tuesday, November 17 was proposed as an alternative date for the next regular Board meeting. Mr. Goldberg made a motion to move the Regular Board meeting from Wednesday, November 18 to Tuesday, November 17 if Mr. Abosch is available to attend. Ms. Dembitz seconded. The motion passed.

b. A proposal was made for an earlier start time of 6:30 for regular board meetings. This will be placed on the next agenda.

Mr. Goldberg made a motion to adjourn at 9:25. Ms. Courtney seconded. The meeting was adjourned.

Ron Simon, Board Secretary