

Deerfield Public Library Board of Trustees
Regular meeting minutes
February 18, 2009

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:07. Present: Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Sunday Mueller, Mary Courtney, Mike Goldberg, Marla Bark Dembitz. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No guests addressed the board.

3. CONSENT AGENDA

Mr. Simon made a motion to approve the consent agenda, which included the January Policy Committee minutes, the January minutes of the regular board meeting, and financial reports, seconded by Ms. Courtney. The motion was approved.

4. TREASURER'S REPORT

Mr. Rivlin reviewed current interest rates, and discussed the advantages of moving some of the Reserve Funds into certificates of deposit through the CDARS program. He explained the process for doing this. Mr. Rivlin made a motion to create a Spectrum Money Market account at BankFinancial as the transfer vehicle for moving money into the CDARS program. A balance of \$50,000 will be kept in that money market account. The motion was seconded by Ms. Mueller. A resolution reflecting the motion was reviewed. Mr. Simon asked what would be done at the end of the investment term. Mr. Rivlin recommended not having the funds automatically renew, so the board can reassess the process, interest levels, and other factors at that time. Ms. Pergander assured the board that the CDARS account provided ease of management because a unified statement will be received.

The motion and resolution were approved by the following vote: Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Marla Dembitz – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

Mr. Rivlin made a motion to approve the resolution to move \$15,000 of the Hicks Grants money into a CD at First Midwest for a one year period, to improve returns on the fund. Ms. Mueller seconded the motion. The motion and resolution were approved by the following vote: Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Marla Dembitz – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

Mr. Rivlin thanked Ms. Dolin for the updated listing of library banking accounts.

Ms. Courtney made the motion, seconded by Ms. Dembitz, to approve the following: E-Pay Clearing Account, check 139 from the First Bank petty cash account, and General Fund Checks 3851 to 3912 in the total amount of \$46,048.13. The checks were approved with the following vote:

Ron Simon – yes, Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg - yes.

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: We are offering so many programs this spring that the newsletter had to expand from six pages to eight. Circulation has risen again – to 43% higher than one year ago. In response to the board's question about print vs. non-print materials, Ms. Pergander provided data showing 48% is non-print, 52% is print materials (books). In addition, 46.7% of circulation is non-print media, 29% is children's materials, 15% is Adult Fiction and 9% is Adult Non-Fiction. School District 109 held all-district kindergarten registration here for two days. About 300 students were registered, accompanied by family members. Training begins this month for our new automation system, although go-live is scheduled for August. Our focus on upgrading our automation hardware and software will continue into future years. To provide the level of focus needed, Rebecca Wolf is being moved into a full time Head of Automation position, and her Circulation Manager position will be filled – preferably through an internal promotion.

6. VILLAGE LIAISON REPORT

Village Trustee Seiden shared news from the Village.

7. STRATEGIC PLAN DISCUSSION

- A. Update on architect review process – The small focus groups took place February 12. Board members discussed whether to create a focus group for Riverwoods and Bannockburn residents, and alternatives for including them in the process. Mr. Abosch recommended a forum for providing project updates and other information to prior board members who still live in the area. Ms. Pergander and Mr. Abosch will discuss this.
- C. Update on expanding non-resident services – Tabled.

8. OLD BUSINESS

- A. Librarian in the Lobby – Board members reviewed the history of the availability of library trustees in the library lobby or other venues for receiving comments from the public. A subcommittee of Ms. Courtney, Ms. Dembitz and Mr. Simon will develop a proposal for the next board meeting.
- B. Board self-evaluation – Ms. Mueller will present a proposal to Mr. Abosch in early March. Mr. Abosch will facilitate the session, to be held Saturday, April 18, from 9 am to 11 am. Ms. Pergander will not attend. Mr. Simon will take the minutes at the session. According to Illinois Law, such session cannot be held in closed session.
- C. NSLS Annual Awards dinner – Meg Anthony has been nominated for NSLS Library Staff Member of the Year. She and her staff are attending the annual dinner. Library Board members are invited. Ms. Pergander will send a reminder.
- D. Cost estimate for exterior drop boxes for books and media – The quotes we have received range from \$10,000 to \$12,000. Mr. Rivlin asked if additional insurance would be needed. Ms. Pergander will investigate. The board encouraged Ms. Pergander to continue toward installing exterior drop boxes.

9. NEW BUSINESS

- A. Recommendation for telephone system vendor - Mr. Goldberg, Mr. Simon and Ms. Pergander reported on the process and recommendation for the selection of the new phone system. References and site visits will be conducted for the two finalists. Mr. Simon commented that the process has been well-researched. Mr. Goldberg made a motion, seconded by Mr. Simon that based on the outcome of the final two steps Ms. Pergander may bring a contract for a finalist to the next board meeting for approval. The motion was approved.
- B. Recommended budget for fiscal year 2009-2010 (draft) – The Finance Committee members reported on the recent meeting to review the draft budget. Ms. Pergander has proposed creating an operating budget that will provide a more realistic tracking of revenues and expenditures for the coming year. Committee members endorsed this recommendation. An appropriations budget will then be created and submitted to the Village in the fall with a levy request. The operating budget draft is not currently balanced, and board members were asked about their priorities in the budget. Ms. Pergander will meet with managers to cut approximately \$100,000 from the budget, and then present a revision to the Finance Committee. Mr. Rivlin asked if the Library is eligible for stimulus money for the new phone system. Ms. Pergander will research this. Although the per Capita grant is being budgeted at \$0, due to the current economic conditions, if the grant is awarded it will be used for adult library materials.
- C. Recommended policies or policy changes – Ms. Courtney made a motion, seconded by Ms. Dembitz, to approve the following policies: Unattended children in the library, Internet use policy, Revision of television series loan period, Revision to FMLA policy. The motion was approved by the following vote: Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Marla Dembitz – yes, Jeff Rivlin – yes, Mike Goldberg - yes. In addition, the purchasing policy was approved in the same motion and vote above with the following clarifications: Purchases at or over the statutory limit (currently \$20,000) will require legal notice and a formal bidding process. The library director is authorized to make purchases, within the guidelines of the purchasing policy, up to \$5,000. From \$5,000 to \$10,000 these may be made with board officer knowledge. Purchases over \$10,000 requires full board approval, and will generally involved comparing at least two informal quotes, per policy. The recommendation regarding public forum and limited public forum spaces was tabled. The board members asked if Deerfield has a nuisance law. Ms. Pergander will contact the Village.

- D. Clarification of board member role in elections – Board members reviewed the Ethics Policy sections relating to elections.
- E. Ms. Pergander announced Ms. Anthony, Youth Services, is evaluating the latest LSTA grant offerings and may apply for a grant.
- F. Additional T1 lines for Internet service – Our current T1 service is insufficient for our increasing automation needs. We have applied for three additional Illinois Century Network T1 lines, at a reduced rate, and these can be swapped for a fiber connection without a penalty in the future.

Ms. Dembitz made a motion, seconded by Mr. Goldberg, to adjourn the meeting at 10:07 pm. The motion was approved with the following vote:

Ron Simon – yes, Ken Abosch – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes, Marla Dembitz – yes.

Ron Simon, Board Secretary