

**Deerfield Public Library
Regular Meeting Minutes
Village Hall Conference Room
April 14, 2010**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:02 p.m. at the Village Hall Conference Room. Present Board members: President Ken Abosch, Ron Simon, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, and Sunday Mueller. Village Board liaison: Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

Guest: Community Input Group (CIG) member Rick Lynn.
Architect: PSA Dewberry architect, Doug Pfeiffer (via teleconference).

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

Mr. Abosch presented the consent agenda for consideration by the board including:

- a) Regular meeting minutes from March 17; Policy Committee meeting minutes from April 7
- b) Balance sheet, revenues and expenses, and finance report except the check list
- c) Policy Committee recommendation to approve the following new or revised policies:
 - o Patron Behavior
 - o Collection Development
 - o Interlibrary Loan
 - o LINKin

Ms. Courtney moved to accept the consent agenda, seconded by Ms. Dembitz. The motion passed by the following vote: Ken Abosch – yes, Ron Simon – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes.

Mr. Abosch proposed moving item 7a (CIG Update) under Strategic Plan Discussion and 9e (Proposal from architects for design development) under New Business up on the agenda to accommodate Mr. Lynn's and Mr. Pfeiffer's schedules. The Board concurred.

7a) CIG update (presented by the CIG Co-chair, Rick Lynn)

Mr. Lynn presented a report and planned next steps by the Citizen Input Group (CIG). A subgroup of volunteers from the CIG is tabulating results of the feedback from the first round of six open houses. Preliminary results show a recurring theme, which has been dubbed "V Squared - Vision and Value". The group recommends that the Board convey to the community a vision of the chosen option and the value to the community of that option. A more extensive report will be presented at the CIG/Board meeting at Patty Turner Senior Center on April 24 and will include:

- a) Executive summary (project property/location, uses/needs, funding, parking, staffing, Library Board interaction with the Village and other stakeholders)
- b) Combined information from tours and CIG
- c) Summary of Tours and CIG summary
- d) Summary of comments made by Open House attendees
- e) Sample of the feedback form used at the Open Houses
- f) Exhibits of completed feedback forms.

The Board expressed appreciation for the considerable time and effort devoted to the project by the CIG tallying group members. The feedback from the community is very important to the process and the Board welcomes the extended network of voices the CIG provides.

9e) Proposal from architects for design development

Mr. Abosch, Mr. Simon, Ms. Pergander, and Steve Larson from Ehlers and Associates (via teleconference) met on April 12 to discuss what is needed from the architects for the public engagement process. Possible alternatives discussed at the meeting would be to commission drawings for the two most likely options, or wait until one option has been chosen and have multiple renderings drawn for that option. Mr. Abosch and Mr. Simon prefer not to commission drawings for an option that will not be pursued and recommend that the funds be used for additional renderings for the chosen option. PSA Dewberry was asked to draft a proposal for pre-design services with recommendations for highest priority services, which also avoid unnecessary expense as the project progresses. PSA Dewberry prepared a proposal which is to be presented by Mr. Pfeiffer via teleconference.

Mr. Pfeiffer from PSA Dewberry joined the meeting via telephone at 7:34 p.m. and guided the Board through the proposal, outlining the services that would be necessary to move forward, those that are needed but could be delayed until further into the project, and those that would improve presentation of the project but are not essential to the project itself. The Board asked Mr. Pfeiffer to clarify which services could prevent erroneous conclusions or repeated work, and which could help with budgeting for the overall project. Mr. Pfeiffer stated that the building program is needed now to avoid a need to redo the conceptual designs later. The land survey is needed now to determine property lines to ensure the proposed project will fit on the site. Both of these services will be needed regardless of the option chosen. The remainder of the proposed services can wait until an option has been chosen, but if conceptual designs with exterior elevations are needed by September, they must be started not later than July. The Board also asked about the billing formulas and requested that all fees be billed as "hourly, not to exceed," rather than "lump sum." Mr. Pfeiffer stated it would be possible to do so.

Ms. Mueller moved to engage PSA Dewberry for Building Program Services (Exhibit A/Section A of the proposal,) and for Soliciting Proposals for and Engaging a Contract for a Land Survey (Exhibit A/Section B.a.i, B.b, and B.c of the proposal) at expenses not to exceed \$20,000. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes. These are to be completed in time for the next round of open houses.

4. TREASURER'S REPORT

a) Current Checklist

Ms. Dembitz made a motion to approve the current checklist, including Petty Cash checks 243-244, and General Fund checks 4851-4914 in the total amount of \$79,545.40, seconded by Ms. Mueller. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes.

b) Correction regarding the operating budget for FY 2011.

Ms. Pergander explained that the printout of the budget that had been included in the March Board Packet had not included revisions requested by the Board the February. The Board Officers were consulted regarding the oversight before the final budget was sent to the Village. Ms. Pergander asked the Board to reaffirm their approval for the FY 2011 budget. The Board affirmed their decision from March 17 to approve the budget with the requested revisions.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander presented highlights from her monthly report: We are now part of the LINK-in virtual consortium, which provides our patrons with access to over a million additional items at other libraries. Five Public Open Houses were held, with lower than expected attendance. Participants expressed that the behind the scenes tours added great value to the experience, and increased their understanding of the issues. There have been several

staff retirements, as well as other turnover. Ms. Compton-Dzak will be expanding her responsibilities to include Multimedia. The checkouts in March numbered over 42,000 – our highest month ever! To celebrate, a pizza luncheon was held for the staff. Additional lighting was installed on the west side for security and safety. The Freedom of Information Act (FOIA) information is posted on our website and staff members have been informed. We are installing a staff scheduling software program. As requested, additional information about services for homeschooling families is provided in the packet. Teen circulation reached 717 last month. Our practicum student has been involved in projects in Reader's Services as well as adding approved content to our website and TribLocal. According to our PCReservation software, our public computers were used 33,340 times from March 2009 to the present.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on issues from the Village.

7. STRATEGIC PLAN DISCUSSION

a) CIG update (presented by CIG co-chair)

Addressed above.

b) Plans for CIG – Board meeting regarding public feedback (April 24 meeting)

The Board and CIG will meet at the Patty Turner Senior Center on Saturday, April 24. The Library management team will be invited to observe. Mr. Abosch will welcome and introduce attendees and review the agenda. The CIG will summarize the tallying of the feedback from the Open Houses and take questions regarding their findings. The CIG will be invited to offer individual perspectives of the process to this point. Mr. Simon will summarize themes gleaned from CIG and Board discussions. Mr. Abosch will discuss the next steps in the process: 1) Evaluate the results of the community phone survey, 2) Decide on the Building Improvement Option to pursue, 3) Develop architectural plan for option selected, including floor plan, site plan. 4) Meet with the Village Board, 5) Hold second set of open houses and input sessions, and 6) Finalize the plan. Mr. Abosch will set a next meeting, if necessary, and adjourn. The meeting has been scheduled for 9:30-12:30 to allow sufficient time for discussion, however, if less time is needed the meeting may end earlier.

c) Recommendation regarding architectural designs development.

Addressed above.

8. OLD BUSINESS

a) 4th of July parade planning

The Board will be near the front of the parade near other Village officials, which will allow time for Board members who participate in the parade to also greet visitors to the Library afterward. The CIG and Teen Advisory Board will participate. T-shirts for the groups will raise visibility. Plans are being made for giveaways. Mr. Goldberg will secure a car to drive in the parade.

b) Recommendation regarding low-hour part time holiday pay

Ms. Pergander proposed a management recommendation to terminate holiday pay for employees working fewer than 20 hours per week. As a transitional measure, the effected employees would be paid a lump sum equivalent to the next three holidays (Memorial Day, July 4th, and Labor Day). Mr. Simon noted that the total cost should read \$1,211.27.

Mr. Simon moved to accept Management's recommendation regarding termination of holiday pay for low-hour part time employees. Ms. Dembitz seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg – yes, Sunday Mueller - yes.

9. NEW BUSINESS

- a) Proposed goals for FY 2011 – revised.
Ms. Pergander presented the proposed goals for FY 2011 for a second reading. As requested, she removed the phased language from the two main goals and added a section committing to achievement of four goals in the addendum, leaving open the possibility to add other possible projects/activities from the addendum. No changes were made to the standards of excellent performance page. The Board will discuss the proposed FY 2011 goals in closed session before making a decision.
- b) Bylaws change regarding Board Officer term limits
Ms. Pergander consulted with Mr. Lenzini regarding the proposed temporary change to the Bylaws to allow for continuity in Board leadership during the possible building project. Mr. Lenzini recommends an amendment to the Bylaws to remove the sentence limiting Board Officer terms. Should the Board desire to reinstate the term limit, another amendment can add the sentence again. This will be added to the Board calendar for next year to assure that the intended change is not overlooked. The bylaws require that proposed language must be presented at one meeting to be acted on at the subsequent meeting; therefore, this is considered the first reading.
- c) Letters of interest in Board Officer positions
Letters of interest from board members interested in officer positions were included in the board packet. Article IV. Section I. of the bylaws requires that the Board President appoint a nominating committee, which will present a slate of officers. Mr. Abosch appointed Ms. Dembitz as Chairperson. Ms. Dembitz then presented the following slate of officer candidates: Ken Abosch for Board President, Ron Simon for Board Secretary, and Sunday Mueller for Board Treasurer. The Board thanked the candidates for agreeing to take on the additional responsibilities of Board Officers. The election of officers will be held at the May meeting.
- d) Farmer’s Market Trustee sessions
Ms. Kleckner applied for dates for Board members to represent the Library at the Farmer’s Market in late summer to mid-fall. Board members will have the opportunity to choose specific dates as soon as they become available.
- e) Proposal from architects for design development
This issue was addressed in the Strategic Plan discussion.

10. EXECUTIVE SESSION

Mr. Goldberg made a motion to move into executive session to discuss personnel matters, as allowed by law, at 9:18. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller - yes. The meeting moved into executive session.

Mr. Goldberg made a motion to end the closed session and resume the open session at 9:50 pm. Seconded by Ms. Mueller. The motion passed by the following vote: Ken Abosch - yes, Ron Simon – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller - yes.

11. OPEN SESSION RESUMES

Members of the Board approved the Director’s 2011 salary and annual goals by unanimous vote.

Ms. Courtney made a motion to adjourn at 9:53, seconded by Mr. Goldberg. The motion was approved and the meeting adjourned.