

Deerfield Public Library Board of Trustees
Regular meeting minutes
June 17, 2009

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:05. Present: Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Sunday Mueller, Mike Goldberg, Mary Courtney. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander.

President Abosch asked for a moment of silence to honor former board member/Board President Dave Wolff, who passed away recently.

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 May minutes of the regular board meeting. Also included are financial reports. Seconded by Ms. Courtney. The motion was approved.

4. PRESENTATION – Architects final report to the board

Representatives of PSADewberry present the board with their findings and suggestions related to the space needs and building (physical plant) assessment. The study included peer library benchmarking, focus groups, meetings with staff, evaluation of the physical plant and its systems (mechanical, electrical, etc.). In general, the building has been well maintained, although it no longer meets code, and there are space and acoustical problems. The architect and engineer pointed out that the center of the first floor was NOT built to withstand the weight of tall bookshelves. (There are none currently there). Also, the interior and exterior have a dated appearance, and there are concerns about parking. The primary space needs could be met with an expansion of about 10,000 feet, primarily in public areas. This is consistent also with peer libraries. It is possible to provide this expansion using the current building on the present site.

In general they recommend relocating the entrance from the center to the northwest corner of the building, expanding the east and west portions of the building by about 5000 sq. feet each (on two levels), addressing parking concerns by involving other officials, reallocating the interior spaces on both levels to address changing needs and provide future flexibility. They estimate that a project budget might cost under \$15,000,000 to implement.

Remodeling the 38 year old building and updating its systems will greatly improve its energy efficiency and functionality. However, pursuing LEED certification by documenting the improvements would add costs.

Possible next steps would include surveying and assessing the site, completing detailed space planning, conducting traffic studies.

The board thanked them for their presentation, and planned to reconvene at a future date and time to discuss the study and identify any next steps after the board has an opportunity to read the reports in detail. Board members were reminded that this study represents possibilities, not plans per se. Ms. Pergander will hold overview sessions with staff members as well as a few community leaders prior to sharing the study with the general public. A member of the press has also requested a copy of the study.

5. VILLAGE LIAISON REPORT

Village Trustee Seiden provided an update about the Village.

6. PRESENTATION – New automation system preparations and other technology updates

Head of Automation Rebecca Wolf presented an update on the preparations for the new automation system. Several new features were presented and discussed. The board members expressed enthusiasm for the new system and appreciation for the hard work of the automation team to put it into place. Mr. Simon asked how we will assure the speed of the new system will match that of the current system. Ms. Wolf is addressing that through our new technologies. The system will go-live on August 18, 2009.

7. TREASURER'S REPORT

Mr. Rivlin noted that FDIC has extended the dates for coverage at the \$250,000 rather than the historic \$100,000 level. Mr. Simon made the motion, seconded by Mr. Goldberg, to approve the Check List, including the following: checks 209 through 211 from the BankFinancial petty cash account, and General Fund Checks 4141 through 4206 in the total amount of \$82,141.31. The checks were approved with the following vote:

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

8. LIBRARY DIRECTOR REPORT

Ms. Pergander presented the following points from her written monthly report: The addition of the electrical panel for the server room will cost just under \$20,000. An additional in-line surge protector is also needed. When the managers met with the architects, they discussed possible space needs for the new teen area, Friends of the Library, and possibly Deerfield Area Historical Society archives. The new outdoor book drops are very popular. A ceremonial "first use" was celebrated, with Friends President Susan Karp and a local family participating. We are gathering unused art work from storage areas throughout the building for evaluation by a professional prior to releasing any pieces to the Friends for sale. Almost all of it is reproductions that used to circulate, but a few other pieces may be mixed in and we want to be certain we know what we are releasing. Recently, we updated the chart of accounts for the library, adding key account titles and putting the accounts into numeric order, to improve accuracy, reporting, and other aspects of our accounting procedures. To create a new teen area, we are removing vacant book shelves. This leaves a gap where carpet was previously cut around the shelves. An inset of carpet 12' by 28' will create a defined area which will soon be furnished as previously approved by the board. The May, 2009 circulation was 40% higher than circulation one year prior. We are on a path to attain 500,000 annual circulated materials within the next year!

9. STRATEGIC PLAN DISCUSSION

- A. Architects final presentation to the board - (Continued) - The board members agreed to reconvene at a future date to discuss the report from the architects after they have had an opportunity to read through the print version. Ms. Courtney will set a meeting in the near future. Mr. Abosch remains the board spokesperson.
- B. Update on expanding non-resident services – No further information is available. The two previously planned meetings have not been held. Mr. Goldberg will arrange for the meeting with the Bannockburn Principal, and Ms. Pergander will arrange the meeting with Mr. Lenzini, the library legal counsel.
- C. Scheduling of "vision" meeting – Tabled.

10. OLD BUSINESS

- A. Additional electrical panel for server room: Contract recommendation – Ms. Pergander described the process used to invite bids on the project. Only one bid was received, but it is a qualified bid. Because it was higher than the range originally expected by the architects, some aspects were renegotiated, and one part of the project was pulled out as an alternate, to be provided by another vendor. Ms. Courtney made a motion to accept the revised bid and authorize the expenditure of \$19,993 to Maron Electric for the project, and the remaining amount as an alternate to an alternate vendor to be determined. Ms. Mueller seconded the motion. The motion was approved with the following vote:
Ken Abosch – yes, Ron Simon – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, Mike Goldberg – yes.

- B. Plans for July 4th – Board members interested in walking in the parade will meet at the designated site. Give-aways include Deerfield fans, and possibly pens or pencils. Ms. Pergander will provide a banner and a pole for carrying it. Mr. Goldberg will pick up items at the Library and get them to the parade location.
- C. Librarian in the Lobby/Farmer's Market plans for July 11 and September 26. – Mr. Simon will now be attending on July 11, and Mr. Goldberg on September 26. Ms. Pergander will send a reminder email on July 9 or 10. The board members will bring their own table(s) and folding chairs for each of the two sessions. Ms. Pergander will provide a box with table cover, materials, and give-aways in advance of each session.

11. NEW BUSINESS

- A. Presentation – New Automation system preparations and other technology updates (See #6 above.)
Preparation for bylaws review – Ms. Pergander recommended that the library's legal counsel be asked to review the bylaws and make recommendations to the board. The board approved the recommendation.
- B. Preparation for required review of Keeping the Public Informed: Administrative Ready Reference – In order to qualify to apply for the State's Per Capita grant this year, the library board must review the above named reference, in addition to completing other requirements. The board members asked Ms. Pergander to divide the review into sections and send links to the board members. Board members are to review their section and write a brief summary. The summaries will be included in the August board packet as part of the Consent Agenda.
- C. Donation in memory of former library trustee and board president Dave Wolff – Board members are welcome to make personal donations in memory of Mr. Wolff as desired. As a public entity with tax-payer funding, the library board will not make a donation to an outside agency, but will explore ways of honoring Mr. Wolff within the library, such as using his etched image in a special manner. This will be discussed further at a future meeting. The board has also been informed that the First Monday group is planning to make a donation to the library in Mr. Wolff's memory on Monday, July 6. Two board members and Ms. Pergander will attend.

Mr. Abosch cannot be present for the July 17 meeting, and Mr. Simon will preside.

Mr. Goldberg made the motion to adjourn, seconded by Mr. Rivlin. The meeting was adjourned at 10:15 pm.

Ron Simon, Board Secretary