

**Deerfield Public Library  
Regular Meeting Minutes  
July 15, 2009**

**1. ROLL CALL AND CALL TO ORDER**

The meeting was called to order at 7:05. Present Board members: President Pro Tem Ron Simon, Jeff Rivlin, Marla Bark Dembitz, Mary Courtney, 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**

No guests addressed the board.

**3. CONSENT AGENDA**

Ms. Dembitz made a motion to approve the consent agenda, which included the regular meeting minutes from June 17 and June 23, the special meeting minutes from July 11, and financial reports, seconded by Ms. Courtney. The motion was approved.

**4. TREASURER'S REPORT**

Mr. Rivlin proposed that the Finance Committee and other interested members of the Board meet in late July or early August with the intention of engaging a financial consultant to advise the board on funding options for the building project. Possible ways to increase returns on the Library's general funds will also be discussed. The review of insurance and quotes is also planned for this meeting. Ms. Pergander will schedule a meeting during the last week of July or early in August so a report can be prepared for the August regular board meeting.

The Illinois Funds prime funds were converted to regular money market funds on July 1. The planned shift of reserve funds to CDARS was completed. There remains one more transfer of reserve funds from Illinois Funds to the BankFinancial Spectrum Money Market account.

Ms. Dembitz made the motion, seconded by Ms. Mueller, to approve the Check List, including the following: Petty Cash checks 212 to 214 and General Fund checks 4207 to 4277 in the total amount of \$115,959.91. The checks were approved with the following vote:

Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Sunday Mueller – yes.

**5. LIBRARY DIRECTOR'S REPORT**

Ms Pergander reported the following: Rebecca Wolf, Head of Automation, reports that the cataloging portion of the automation system went live this week. This behind the scenes work is in preparation for the public launch of the system scheduled for August 18. Also, in preparation for the change in automation systems, the library moved to E-commerce instead of E-pay. Gift and donation reporting has been improved by aligning the use of the cash register buttons with the accounting system – this change, led by Carol Dolin and Matt Warnock, will help more closely track sources of the Library's income. A shredding company was hired after a purge of no longer useful documents – the results are tidier library spaces, which will help during the space reallocation. As Mr. Rivlin mentioned earlier, the final shift of reserve funds to the BankFinancial Spectrum Money Market Funds is scheduled for this week. Natalie Van Staaten was commissioned to examine the Library's unused artwork and as expected, most of the pieces were reproductions that will be donated to the Friends to be sold. A few pieces of potential value will go to safe storage for the time being. The Teen area is nearly finished and has new carpet, chairs, and tables. Colleen Seisser's Teen blog is up and running and includes some great teen reviews. The blog received 192 hits last month. The Library saw the first documented month of 40,000+ circulations. George Simons reports that the Library's elevators

passed inspection on the first go around, an occurrence that has not happened for some time. Meg Anthony has visited several other libraries and reports that outreach to the schools has been very successful, with participation in the Summer Reading Game up by more than 30%, particularly with the Jr. High population. Karen Kleckner represented the Library for the opening event at the Sachs Recreation Center.

Ms. Pergander explained that the handout on Strategic Planning was from a recent session at NSLS and is for the Board to review.

Ms. Pergander invited Ms. Dembitz to present information about the ROI calculator and possible links from the Library website. Ms. Dembitz reported on her visit to NSLS and a presentation on the ROI calculator. She was surprised to find just how valuable the Library can be to users and said the ROI calculator is a very effective way to demonstrate value to patrons. She recommended that the board consider allowing a link to be put on the website. Ms. Pergander said the link could take a visitor directly to the ROI calculator from the Library's website and asked for board support to do so. The board members expressed their support and approved this request.

#### 6. VILLAGE LIAISON REPORT

Bill Seiden shared news from the Village and encouraged the Board members to attend the upcoming Committee of the Whole meeting.

#### 7. STRATEGIC PLAN DISCUSSION

A. Update on expanding non-resident services – Tabled.

B. Scheduling of “vision” meeting

The vision meeting is tabled until the need is reassessed this fall.

C. Next steps regarding architect's report

A special update session for the Friends and participants of the recent focus groups is scheduled for July 30 at 7:00 p.m. prior to any public meetings.

#### 8. OLD BUSINESS

A. August review of *Keeping the Public Informed: Administrative Ready Reference*

Ms. Pergander thanked the board members who had already completed the policy reviews in anticipation of the Per Capita Grant. The deadline is August 6 for inclusion with the August board meeting minutes.

B. Report on Librarian in the Lobby/Farmer's Market July 11 and September 26

Mr. Simon reported that although he and Mr. Abosch did not speak to many people at the Farmer's Market, what they heard was generally positive. The carousel at the train station is very popular, however some concern was expressed that selection is sparse at times. Mr. Simon suggested that being more visible and attending later in the day might be ways to draw more attention and use the Farmer's Market time most effectively.

C. Report on 4<sup>th</sup> of July parade

Mr. Simon reported that the July 4<sup>th</sup> parade had gone well and people were very positive, especially regarding feedback about the book drops. At times more help was needed to keep up with the giveaways. Board members suggested ways to raise visibility for next year included having a float, moving closer to the beginning of the parade with other elected officials, and Board members wearing polo shirts with the Library's logo.

#### D. Bylaws review - update

Ms. Pergander reported that Attorney Phil Lenzini recommended that it is most cost effective for the board to draft the By-laws review. The by-laws are from 1993 and were last revised in 2003. Ms. Pergander will look for templates or samples from ALA and the Illinois Administrative Ready Reference (ARR) to assist with the process. Ms. Dembitz will lead this project.

### 9. NEW BUSINESS

#### A. Solicitation policy recommendation

Ms. Pergander reported on her discussion with Mr. Lenzini and the results of a survey of other libraries regarding how libraries handle solicitation on their grounds. She also presented a draft written by two staff members for the board's consideration. A lengthy discussion ensued. Several board members went outdoors to visualize what specific linear distances would be, if the activities were limited by distance from the door. Discussion included our mission, free speech rights, the current community practices, etc.

There was a prevalent concern that patrons come to the library to seek what they want, NOT to be sought by others for the purposes of the other person. The library mission emphasizes a welcoming environment, and some board members felt that allowing these activities would conflict with that mission for other patrons. The board members recognize that this may change again in the future. Mr. Rivlin requested a policy regarding these activities inside the Library as well.

Ms. Dembitz made a motion to create a policy that does not allow these activities on library property. Mr. Rivlin seconded the motion.

The motion was approved by the following vote: Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Sunday Mueller – no.

#### B. Donation from First Monday Club honoring Dave Wolff

The Library received a donation from the First Monday Discussion Group in memory of previous board member and past president, Dave Wolff. The group meets at the library once per month and discusses topics chosen by the designee of the month. Mr. Wolff was a long time member of the group. The board will discuss an appropriate tribute at a future meeting.

#### C. Current Collection Development policy for future discussion

The Collection Development Policy is to be reviewed before September and is slated for deeper discussion in the near future.

#### D. Selection of representative to NSLS board

NSLS requires that member libraries appoint a board member as a designated liaison to which information can be disseminated. The liaison may, but is not required, to attend NSLS meetings and report back to the library board. The possibility of rotating the responsibility was discussed but because the liaison is the designated person to whom information is sent, it was deemed more feasible to have a single liaison. That person could coordinate a rotation of meeting attendees or be the information conduit. Ms. Dembitz volunteered to be the liaison for this year.

The board set the IRS proposed rate of \$45 per day as the per diem rate for reimbursement of library related travel expenses.

The Big Band Sound of Deerfield will be performing at the Library in January. This will be an excellent opportunity to recognize Dave Wolff's memory. Board members will plan to attend.

Ms. Pergander asked the board if the Library should join in the grant application process for stimulus funds for computers and broadband access. The board agreed to pursue the funds as

long as it does not require the Library to filter. Ms. Pergander was authorized to decide on participating based on information available.

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

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Ron Simon, Board Secretary