

**Deerfield Public Library  
Regular Meeting Minutes  
August 19, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:06. Present Board members: President Ken Abosch, 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

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 July 15, Finance Committee meeting minutes from July 28 and August 1, financial reports, and the Summaries of Administrative Ready Reference prepared by the board members, seconded by Ms. Courtney. The motion was approved.

4. TREASURER'S REPORT

a. Current Check List

Ms. Dembitz made the motion, seconded by Ms. Mueller, to approve the Check List, including the following: Electronic debit, Petty Cash checks 215 and 216 and General Fund checks 4278 to 4363 in the total amount of \$96013.97. The checks were approved with the following vote: Ken Abosch – yes, Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller – yes.

b. Report from Finance Committee

i. Financial Advisor selection recommendation

Mr. Rivlin summarized the qualifications of the three financial advisory firms, Ehlers, Speer, and Kane McKenna. The Finance committee made a recommendation to proceed with a request for a quote from Ehlers as a first choice for financial planning services with flexibility to add community engagement, referendum, or bond services as needed. If an agreement cannot be reached with Ehlers, Speer was designated as the second choice.

Ms. Courtney moved to accept the recommendation of the Finance Committee to proceed with Ehlers, negotiating for price and flexibility, with Speer as a second choice. Ms. Dembitz seconded. The motion was approved by the following vote:

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

ii. Resolution about maturing CD investments

The Finance Committee presented an amended resolution regarding reinvesting maturing Reserve or General fund CDs.

Ms. Dembitz moved to accept resolution (2009-08A) regarding Guidelines for Certificates of Deposits Reaching Maturity. Mr. Simon seconded. The motion passed by the following vote: Ken Abosch – yes, Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller – yes.

iii. Creation of additional money market account for General Fund assets

A recommendation was made by the Finance Committee to adopt Resolution (2009-08-B) for the Creation of General Fund Money Market Account at Deerfield Bank and Trust.

Mr. Goldberg made a motion to accept Resolution (2009-08B), seconded by Ms. Dembitz. The motion carried by the following vote: Ken Abosch – yes, Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller – yes.

iv. Recommendation to transfer excess funds from General account to Reserve account  
Excess funds were not moved from the General account to the Reserve account in 2005-6, 2006-7 or 2007-8. Therefore, the Finance Committee recommends that \$609,872.48 be moved at this time from the General account to the Reserve account.

Ms. Mueller made a motion to accept the recommendation of the Finance Committee to move \$609,872.48 from the Illinois Funds General Fund account to the Illinois Funds Reserve Fund Account, seconded by Mr. Goldberg. The motion passed by the following vote:

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

The Illinois Funds has discontinued its prime funds option, thus eliminating the advantage to maintaining separate accounts to increase returns. The Finance committee presented Resolution 2009-08C with the recommendation that the General Prime fund be closed and the balance transferred into the Reserve account.

Ms. Dembitz moved to accept Resolution (2009-08C) Close Illinois Funds General Prime Account 2 516 0000 3064, seconded by Mr. Simon, motion passed by the following vote: Ken Abosch – yes, Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller – yes.

Ms. Pergander reported that one more transfer of \$150,000 was moved from the Illinois Funds Reserve account to the BankFinancial Spectrum Money Market than was originally approved and intended. Two options were considered regarding these funds: transferring the \$150,000 back to the Reserve Account or moving it into the CDARS program. The Finance Committee recommends moving the funds into the CDARS program.

Ms. Courtney moved to accept the Finance Committee's recommendation to move an additional \$150,000 into the CDARS program, seconded by Ms. Mueller. The motion passed by the following vote: Ken Abosch – yes, Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Michael Goldberg – yes, Sunday Mueller – yes.

Three Hicks Grant applications were considered and all were approved. The Fall 2009 Hicks Grant recipients are Lindsay Zabel - \$500, Heidi Knuth - \$500, and Carol Dolin - \$500.

## 5. LIBRARY DIRECTOR'S REPORT

The new automation system went live on August 18 with a relatively smooth launch. Staff remarked how smooth the launch was, and patrons are learning to navigate the many new features. It has taken nearly a year to get to this point, and the Automation Team and staff are to be commended for their successful efforts. Youth Services has received a Target grant of \$1800 for early literacy. Three highly recommended firms are submitting information to the board for the selection of financial advisory services. Once again we had over 40,000 Circs for the month, which is 22% higher than the previous year. Facilities Manager George Simons has been inducted into the International Facilities Management organization. On the Fourth of July we services 700 people. This is less than previous years due to the cooler temperatures. During a recent concert in our meeting room, eight of the program evaluation responses commented that the room was not big enough for the event, and that the Library needs a larger meeting room. The professionally-created information panels about the Burnham Centennial are now on display. We are also featured on their official website. A local facility owes us over \$400 for lost

and overdue materials. The new administrator has promised prompt payment. The Summer Reading Clubs were very successful this year, and Youth Services showed the largest increase in participants. Our insurance is up for renewal. Our representative sought quotes from ten companies and received four. Our current vendor is offering the best price again. In response to board inquiry, Ms. Pergander will ask additional questions about boiler coverage and Internet liability. A local resident has requested the Library to extend the hours of operation until 9 pm on Sunday nights. According to the survey data, only one library currently offers this. In addition, the cost would be under \$30,000 and this is unbudgeted. Ms. Pergander recommended that this be reconsidered in the future if demand and funding warranted. The board agreed. Local libraries and other groups have not express interest in the Library's excess copies of "Listening is an Act of Love" from One Book One Zip Code, so they have been offered to the Joliet Penitentiary, which has a program for communication skill enhancement.

#### 6. VILLAGE LIAISON REPORT

Village Trustee Seiden shared news from recent meetings of the Village Board. Issues related to the northwest quadrant continue to be discussed. Library trustees and patrons are encouraged to attend Village meetings.

#### 7. STRATEGIC PLAN DISCUSSION

Ms. Courtney reported on the recent meetings with the community. Valuable input was gathered from those that attended the meeting.

Possible options for financing the building project were discussed. Costs to bring the building up to code and to replace the HVAC system are a significant part of the proposed renovation project. After briefly considering possible alternatives, the board reiterated the need to continue to move forward. The next steps will be to engage a financial advisor to consider financing options, speak to the Village officials, get a firm estimate of the cost for a new building versus renovating the existing building from the architects, and prepare for the September 22 community meeting about the feasibility study. Any options that emerge will be considered in October after the financial advisor prepares a report with financing options.

#### 8. OLD BUSINESS

a. Shirts for parade, etc.

The board chose dark green polo shirts from Lands End with the Deerfield Public Library logo and Trustee embroidered in white. Ms. Dolin will place the order after gathering sizing information from each board member.

#### 9. NEW BUSINESS

a. Collection Development policy discussion

The Collection Development policy was reviewed by the board. Mr. Simon moved to accept the policy as it is currently written with an understanding that revisions will be undertaken in the next six to nine months. Seconded by Mr. Goldberg. The motion passed.

b. September 12 Community Day participation

Deerfield Community Day is on Saturday, September 12. Ms. Kleckner will attend. Ms. Pergander asked if any board members would be available to represent the Library. Ms. Mueller and Mr. Abosch volunteered to participate for all or part of the day.

c. Financial support for non-resident library cards,

The board approved a request to investigate means of providing financial support for non-resident library cards. Ms. Pergander will contact the Library attorney and school officials for further information.

Follow-up meetings have been scheduled with the Library attorney regarding non-resident cards.

OTHER

Board members suggested the possibility of soliciting donations from local corporations such as Takeda or Walgreens possibly with naming rights in the building project.

Mary Oppenheim and Bill Seiden will be Trustee in Town.

The status of the office for Head of Reference was discussed with the conclusion that the funds had been diverted to the electrical project. While this remains a pressing issue, no alternatives have been proposed at this point.

Honoring past board members remains an open item for discussion. This issue will likely be taken up by the Board Relations subcommittee.

Mr. Goldberg made a motion to adjourn at 9:03. Mr. Rivlin seconded. The meeting was adjourned.

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Ron Simon, Board Secretary