

**Deerfield Public Library
Regular Meeting Minutes
February 16, 2011**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:03 p.m.

Present Board members: Ron Simon – President pro-tem, Mary Courtney, Marla Bark Dembitz, Sunday Mueller, and Jeff Rivlin. Village Liaison Bill Seiden. Staff: Library Director Mary Pergander and Business Manager Carol Dolin. Board member Michael Goldberg arrived at 7:47 p.m.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Mr. Simon welcomed observers and offered the opportunity to address the Board. No comments were made.

3. CONSENT AGENDA

- a) Minutes – January 19 Regular meeting and February 8 Finance Committee and closed session minutes from January 19. The January 19 closed session minutes were pulled off the consent agenda to be reviewed in closed session.
- b) Balance sheet/Revenues and Expenses/Financial Variance Report, except the checklist

The January 19 closed session minutes were pulled off the consent agenda to be reviewed in closed session. Ms. Courtney made a motion to accept the consent agenda as revised. Ms. Dembitz seconded. The motion passed.

4. TREASURER'S REPORT

Discussion:

Ms. Mueller explained the increase on the balance sheet in the assets and liabilities related to the FY 2012 tax levy approved in December. She also questioned the check to AWE. Ms. Pergander responded that it was for the literacy stations funded by the Root memorial and Friends' donations.

a) Current checklist

Ms. Mueller presented the checklist, which includes electronic debits, petty cash checks 276-277, and General Fund checks 5670-5735, in the amount of \$99,493.21.

Ms. Mueller moved to approve the check list as presented, seconded by Ms. Dembitz. The motion passed by the following vote: Mary Courtney – yes, Marla Bark Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

b) Update on municipal bonds

Rates continue to be high for municipal bonds. The decrease in rates that regularly occurs during January did not materialize and State borrowing has driven rates higher than anticipated. Ms. Mueller plans to meet with Mr. Rivlin to discuss strategy, with Village Finance Director Bob Fialkowski, and then Steve Larson from Ehlers to understand more about timing and options for issuing bonds. The Village recently was successful in acquiring an allocation of \$20,000,000 in Energy Bonds, of a total \$23,000,000 for small towns in Illinois, for Village projects.

c) Recommendation regarding the Operating Budget for 2012

Ms. Mueller reported on the Finance Committee review of the budget. Minor changes were made to the appropriations budget to category names, categorization of expenditures, and allocations of funds to the budget categories to better align with anticipated uses. No changes were made to the bottom line. The Finance Committee recommends approval of the proposed operating budget for 2011.

Ms. Dembitz made a motion to accept the Finance Committee's recommendation to approve the operating budget for 2011 as proposed. Ms. Mueller seconded. The motion passed by the

following vote: Mary Courtney – yes, Marla Bark Dembitz – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported the following highlights from her written report to the Board: The Board will be visiting three area libraries in February to see newer library construction. The RFQ for Owner's Representative service provider has been written for Board and legal review. Dry wall and electrical work contracts have been signed to create the RFID pass-through for returned materials in Circ. The RFID staff communications group is active and creating an RFID newsletter to inform everyone of progress. Circulation staff have attended field trips to see RFID in action at other facilities. To help Circulation get their workflow and procedures up to date, we have engaged a work flow consultant. RFID go-live will be April 1. In preparation we are reviewing all Notes fields in the database which may be visible to patrons at check out. We are also ending individualized parental-requested restrictions and other special requests because the new system is not designed to allow for those. (This does not affect parental requests to block all DVDs and video games.) For the One Book One Zip code plans, the Village has offered \$500 toward expenses. This is equal to the amounts donated last year by Riverwoods and Bannockburn. Circulation for the month was flat compared to the previous year. We are continuing to withdraw damaged, low use or soon to be weeded materials so that only useful items in good condition are entered into RFID and moved to our temporary and eventually renovated quarters. Unusable items are donated to Reading Tree and reused for other schools, libraries, etc. The Reference department offered six technology-related programs for patrons in January. Our aging HVAC system required a \$2000 repair this month. The hot beverage machine will be installed February 15. In addition to the RFID-based newsletter, the staff members have launched a general topic e-newsletter written for and published by staff. This is an outgrowth of the Communication Discussion Group from the Staff Opinion Survey last summer. Judy Speckmann celebrated 12 years with us and retired the following week. We hope she will return as a Volunteer to help host special events. Head of Reader's Services/Public Relations Coordinator Karen Kleckner Keefe has accepted the position of Executive Director of Hinsdale Public Library. She has been a source of innovation and effectiveness for us for 14 years and played a major role in the success of key events like the referendum information campaign. We will certainly miss her! Part time librarian Ted Gray has been increased to full time. Ms. Pergander described three recent patron-related incidents as introductory to the request to ban a patron. (See New Business.) Ms. Pergander confirmed recent police activity with Deerfield Police. During 2010 there were 23 police calls to the Library (454 calls since 2004). Of the 23 calls three were false burglar alarms, six were 911 hang-up calls, and three were tripped fire alarms. Of the nine remaining calls five were for patron behavior issues, two were for ambulances for illness or injury, and one from form a concerned resident about an observed child-caregiver interaction. Ms. Pergander reviewed the Circulation graphs including the department totals. She noted that Virtual or electronic usages are not visible on the graph. These uses are increasing and may eventually dwarf other current usages. She recommends reevaluating the library organizational structure to reflect the anticipated future. Our architect has been promoted to be responsible for the Elgin office. He is still our lead architect as well.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on happenings at the Village. Waste Management was awarded the contract for garbage pick-up for the Village. Pick-up frequency will be reduced from twice to once per week. New, larger garbage and recycling bins will be issued to residents. The Village and Library share refuse containers and will work together through the transition in service providers.

7. STRATEGIC PLAN DISCUSSION

a) Report of visits to other libraries

Members of the Board, Ms. Pergander, and Ms. Dolin visited Fox Lake and Ela libraries. Fox Lake is approximately the size that Deerfield will be after the expansion, providing Board members with visualization of how the space could be used. The Fox Lake building is also very

green, makes extensive use of natural light, and has interesting finishes. Ela is much larger and somewhat older, but is innovative in its use of space and technology and in the marketing of the collections. Board members commented on how both buildings have active areas on the entry floors and quiet areas on the remote levels buildings, and the “bookstore” approach to merchandising collections at Ela. The design of the project must be flexible to accommodate evolving needs, expectations, and use of library services. Examples of flexibility observed in these libraries include a cart with laptops rather than fixed desktop computers. Also, moveable furnishings and partitions allow spaces to be reconfigured to accommodate changing patron demographics or shifts in print/media/downloadable collections. Ms. Pergander mentioned several other libraries in the Chicago metropolitan area that had highly innovative approaches to space. Board members requested a list of other libraries to visit. Those who missed the Ela visit will try to visit on their own. Ms. Pergander will reschedule the visit to Glenview, provide a list of suggested libraries to visit, and post the visit to Ela if a group of trustees plan to go together. Ms. Courtney requested that the Board spend two or three days together to debrief after seeing the other libraries to repeat the visioning exercise with the architect. Ms. Pergander will speak to the architect to plan this activity. Board members should e-mail Ms. Pergander with their list of “must haves” and “want to haves” in preparation for the visioning meetings.

b) RFQ progress report and plans for distribution

A draft of the Owner’s Representative Request for Qualifications is complete and will be distributed to the Board on Friday. The legal notice will run in the Deerfield Review on Thursdays February 24 and March 4. Proposals are expected to be in by April 1 and a contract should be ready for the Board by April 15. Ms. Pergander reported on the call she and Ms. Mueller had with the Library’s attorney regarding the legality of a guaranteed maximum price and construction manager at risk. Mr. Lenzini said construction costs must go out for bid and does not know how libraries have legally used the construction manager at risk model for project delivery if the role is brought in early in the process before the project can be accurately bid. He recommends using an owner’s representative to assist the Library in contract negotiations, coordinating the timing of project-related activities, and advising on payment of fees for services. He was less clear about the benefit of using a construction manager and recommends using the owner’s representative to help with that decision process. A proposal for a traffic study will be presented at the March Board meeting. The Village- recommended consultant is familiar with the challenges of traffic flow in the quadrant, but this traffic study will be focused on the Library.

c) Illinois Library Association architecture issue

Ms. Pergander distributed copies of the February 2011 issue of the Illinois Library Association *Reporter*, which features library construction projects from around the state. Articles on Fox Lake and Glenview appear in this issue.

8. OLD BUSINESS

a) None

9. NEW BUSINESS

a) Security cameras information

Mr. Goldberg, Mr. Simon, and Ms. Pergander met with the parents of one of three girls who reported they were followed by an adult male patron who touched his genitals through his clothes. The parents made several requests of the Library, including the installation of security cameras, and placement of a security person or turnstiles at the entrance of the Library. Ms. Pergander presented two preliminary quotes for high quality security camera systems that could be moved to a temporary site and possibly back to the renovated library. Many libraries are installing these systems and Ms. Pergander planned to include such a system in the remodeled building. The Board discussed the purpose of the system, which would not be expected to deter activity and would not be monitored, but would be used post-incident, to help identify persons involved. The

Board recommended drafting a policy regarding the use of the system and who has access to the data, emphasizing the system is not to be used to monitor staff or patrons, but only to identify persons involved in incidents into which further investigation is required.

Mr. Simon made a motion to give Ms. Pergander authority to procure and install security cameras, at the entrances only, and recommend policies for usage, as soon as possible. Mr. Rivlin seconded. The motion passed.

b) Recommendation regarding banned patron

Ms. Pergander reported on an incident involving a male patron who would not leave the building, after several staff requests, until well after closing. Ms. Pergander issued a letter temporarily banning the man, as previously advised by the Library attorney, until reviewed by the Board. The man returned and the police were called to witness the man receiving the letter temporarily banning him. They escorted him off the premises. This is the second time in a year that this man has been banned from the Library, and Ms. Pergander recommends banning him for one year and reviewing the case again at the end of the one year banning. The Board weighed the rights of the patron against the safety of the public and staff. Mr. Goldberg made a motion to support management's recommendation to ban the patron for one year. Mr. Rivlin seconded. The motion passed.

c) Donation in memory of Allen Root, request for plaque

The Library received a donation in honor of Allen Root, past Board member and officer, which was used to partially fund the purchase of a literacy station in the children's area. The Root family has requested that the Library purchase and display a plaque in Mr. Root's honor. The Friends have been major donors for the literacy stations, and there is a laminated sign posted in the area acknowledging these generous donations. The Board recommended that Ms. Pergander send a letter to the Root family, acknowledging again the generous donation of the Root family friends and stating that the Library does not generally purchase plaques to acknowledge gifts. Mr. Simon asked how long Mr. Root served on the Board and noted that the Board had discussed in the past how to handle these requests. Mr. Rivlin recommended that this be standardized. A policy is needed. Ms. Pergander will research the history of Mr. Root's involvement and prepare a policy regarding who should be publicly honored and how to do it and report to the Board.

10. EXECUTIVE SESSION

Ms. Dembitz made a motion to move into Executive Session to discuss a personnel issue, the closed meeting minutes, and a compensation issue at 8:57 p.m. The motion was seconded and approved.

11. ADJOURNMENT

Mr. Goldberg made a motion to return to open session at 9:45, seconded by Ms. Mueller. Ms. Mueller made a motion to accept the minutes from the closed session dated January 19, 2011. Mr. Goldberg seconded the motion. The motion was approved. Mr. Goldberg made a motion to adjourn. Ms. Mueller seconded. The meeting was adjourned at 9:45