

**Deerfield Public Library
Regular Meeting Minutes
June 15, 2011**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:02 p.m.

Present Board members: Ken Abosch – President, Mary Courtney, Michael Goldberg, Sunday Mueller, Jeff Rivlin, and Ron Simon. Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Guest: Owner's Representative Jerry Aulisio.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

- a) Minutes – May 18 Regular meeting
- b) Balance sheet, Revenues and Expenses, and Financial Variance Report, except the check list
- c) Approval of revised Bylaws (second reading)
- d) Goals for 2012
- e) Year-end PTO accrual liability report
- f) Review of Open Meeting Act provisions regarding closed meetings

Discussion: Ms. Mueller asked about the Open Meetings Act (OMA) officer(s). Ms. Pergander is the designated OMA officer and Ms. Dolin is secondary. OMA officers are required to attend training each calendar year. The 2011 training recently became available online.

Mr. Goldberg made a motion to accept the consent agenda as proposed. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

4. TREASURER'S REPORT

- a) Current checklist
Ms. Pergander answered Board questions regarding the security camera installation and tuition reimbursement. Ms. Mueller made a motion to accept the checklist, which includes electronic debits, Petty Cash checks 291-297, and General Fund checks 5944-5997, in the amount of \$87,508.41. Mr. Rivlin seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.
- b) Update on financial consulting services
Ms. Mueller reported on her conversation with Mr. Larson regarding the Board's expectation to pay for essential services that do not duplicate the work being done on behalf of the Library by the Village Finance Department. Mr. Larson revised his proposal of 15-30 hours down to 15 hours of work between now and the second bond issue. Ms. Mueller recommended accepting the revised proposal. Mr. Rivlin moved to accept the revised proposal from Ehlers and Associates for financial services related to the two Library bond issues at a cost not to exceed \$6750. Ms. Mueller seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.
- c) Resolution requesting Village issue of bonds on the Library's behalf
Ms. Pergander presented a draft of the resolution requesting the Village to issue bonds on behalf of the Library. A few minor revisions were recommended. Ms. Mueller made a motion to accept the *Resolution Requesting the Village of Deerfield, Illinois to Issue General Obligation Bonds to Pay the Costs of Building an Addition and Remodeling the Existing Public Library as*

proposed, pending any necessary amendments. Mr. Simon seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

5. LIBRARY DIRECTOR'S REPORT

a) Review of written highlights

Ms. Pergander reported the following: In preparation for the building project, the documentation for the Plan Commission was prepared by the architects and reviewed. Mary Courtney and Mary Pergander, with significant staff input, developed the list of priorities for the temporary space and Jerry Aulisio will have the architects develop an estimate of square footage needed. Jody Wilson has begun to notify meeting room users that ours will be unavailable until fall 2013. She is preparing a list of alternative locations nearby, when possible. Seasonal cleaning of carpet and windows is occurring for what will be the last time in this building. There were 22 incidents of unattended children in June. Melissa Stoeger is presenting programming at two area senior housing centers, and these are well attended. Staff members from four departments attended Reaching Forward – a full day continuing education forum for public library support staff members. Twelve employees successfully completed CPR/AED training, held at the Library and arranged by George Simon. The Blu-ray disc collection is ready to launch on June 21, thanks to the efforts of staff in Tech Services and Reference/Media. This collection has been made possible by our Friends of the Library.

b) Interim Business Manager

Outgoing Business Manager Carol Dolin is actively training Interim Business Manager Trisha Steele for a smooth transition. Carol's last day will be July 21.

c) Update on coffee costs and revenues with recommendation for pricing change

The cost for coffee and related supplies has increased significantly and the well-received service is losing money. Management proposed an increase in the cost per cup to cover the Library's costs. Mr. Goldberg made a motion to increase all hot beverage prices to \$0.75 to offset the increased cost of coffee and other supplies. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes. The Board members emphasized the importance of communicating to patrons the reason for the increase. Ms. Pergander will have signage developed and also explain to staff to address any patrons concerns. Signs explaining the reasons will be displayed when the increase occurs.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on happenings at the Village and invited the Board members, Ms. Pergander, and Ms. Dolin to a social gathering following the meeting.

7. STRATEGIC PLAN DISCUSSION

a) Owner's Representative report

i) Schedule

- PSA Dewberry submitted a revised schedule with proposed dates for the final integrated design charrette, which is planned for early July.
- Open issues include:
 - Temporary relocation currently scheduled for completion by March 26, 2012. Depending on location, a special use/zoning approval may be required.
 - Geotechnical engineering selection – Ms. Pergander, assisted by Mr. Aulisio, will select one of three firms who submitted proposals to do the geotechnical engineering to cost in the range of \$4-\$6,000.
 - Construction services – the request for qualifications (RFQ) was issued on June 6 to firms that expressed prior interest. Calls continue to come in regarding the RFQ. Packets were issued to 33 firms. Submittals are due June 22. AT Group will narrow

the field to approximately ten qualified firms by June 24. The Construction Oversight Committee will meet on June 30 at 7:00 p.m. to evaluate submissions and select up to five firms to invite for interview. Interviews will take place during the week of July 10. A recommendation to the full Board is expected at the July 20 meeting.

- ii) Budget
 - No adjustments since last meeting
 - A cash flow projection was forwarded to the financial advisors and the VOD.
 - The estimator met with PSA Dewberry and visited the Library. The cost estimate is due to PSA . Ms. Pergander will also consult with the Village Finance Director for further verification of the numbers.
- iii) Design Issues
 - Program spaces and plan adjustments – PSA is awaiting comments from the Plan Commission and scheduling of the final schematic design work shop.
- b) Temporary space needs priorities proposal

Ms. Pergander submitted a list of questions to the Board and staff, gathered responses, and drafted a document for proposed services offered in the temporary location. This document will go to PSA Dewberry to estimate space needs, and be used as a guideline during the search for appropriate space. Mr. Aulisio will work with two real estate brokers to identify available spaces. The Relocation Task Force will work with Mr. Aulisio and Ms. Pergander to narrow options to find affordable space that meets the requirements.
- c) Report of meeting with the Plan Commission, June 9

The first hearing with the Plan Commission was on June 9. Mr. Abosch gave a brief introduction. PSA Dewberry presented storyboards of the site plan, landscaping, exterior excavations, and interior spaces. The traffic consultant gave a thorough explanation of the traffic study. Neighbors in the quadrant have expressed support for the Library Improvement Project, including Rick Julison who represented the Park District at the hearing, and suggested intergovernmental cooperation in addressing the traffic and parking situation, acknowledged to be a quadrant issue that is too big for the Library to solve alone. The next Plan Commission hearing is scheduled for July 14. The Sustainability Commission hearing is scheduled for August 11. Ms. Pergander will be unable to attend. Several Board members are also unavailable that week. It may be necessary to request the hearing at the September meeting.
- d) Public Information Sessions held June 12 and planned for June 19

The first open house was on Sunday, June 12. The presentation, including questions, took approximately an hour and was followed by a half-hour period for attendees to view the storyboards and talk to the architect, trustees, and Ms. Pergander about the project. The format worked well for this audience.
- e) Review of patron-recommended alternative

Questions and comments persist regarding the possibility of the Library purchasing the Borders building on the corner of Lake-Cook and Waukegan Roads. Mr. Abosch reiterated what he understood as the Board's position that Borders will not be entertained as an option for a permanent Library location for the following reasons.
- i) Safety

Borders is on the corner of one of the busiest, most dangerous intersections in the area. Traffic accidents there are common. It is not safe for bicycle or pedestrian traffic, especially children or senior citizens, to navigate that intersection to visit the Library.
- ii) Location

The community has repeatedly said the Library should remain in the city center close to the schools, neighborhoods, other Deerfield services, and the train. The Borders location is at the southernmost edge of Deerfield, far from the city center and across one of the busiest roads in the Village.
- iii) Size

Borders is about 25,000 square feet, which is 7,000 smaller than the current building. The plan is to expand the current building to approximately 42,000 square feet. To make Borders work, a large addition would be required, which would be costly and encroach on available parking. Borders is too small.

iv) Voters trust

The residents of Deerfield approved a referendum for the renovation and expansion of the current Library building. The Library Improvement Plan is exactly what was proposed to the voters and will deliver a “new” library in the existing building’s shell. Purchasing Borders does not fit with the Library Improvement Plan as it was presented to the community.

Mr. Abosch asked if any Board members disagreed with those reasons and would like to study the feasibility of using the Borders location further. All agreed with Mr. Abosch, stating there is no Board support for exploring the possibility of using Borders as a permanent library site. Borders, along with several other sites proposed, may be suitable for the temporary site, depending on whether it is available at the right price and terms.

f) Possible lighted walkway intergovernmental project

The Library commissioned a preliminary design and cost estimate for a lighted walkway between the parking lot on Hazel and the stairs at the west end of the Library property. The design will be presented as a possible intergovernmental project. If the design is deemed worthy of pursuing, an intergovernmental agreement will be drawn up to determine how project costs, which may include the preliminary design, will be shared.

8. OLD BUSINESS

a) Selection of chair persons for LIP related committees

Ms. Pergander asked that chairpersons be designated for each of the LIP committee to facilitate scheduling of meetings and committee decisions. The Board agreed. Committees and designated chairpersons follow:

- Board Liaison to the Village and Commissions:
Co-chairs: Ken Abosch and Ron Simon
- Design Process Task Force:
Chair: Jeff Rivlin
- Construction Oversight:
Chair: Mike Goldberg
- Relocation Task Force:
Chair: Mary Courtney

b) July Fourth parade and other activities

Board members will wear green Trustee shirts and hard hats and be near the front of the parade. Mr. Goldberg’s car will have magnets on the sides and carry boxes of plastic hard hats to be distributed to parade viewers by the Board members. Trustees and staff at the Library will distribute water and host activities co-sponsored by the Deerfield Historical Society.

c) Farmer’s Market plan

Trustees will be at the Farmer’s Market on the following dates:

June 25 –Mr. Abosch and Mr. Goldberg
July 30 – Ms. Courtney and Ms. Mueller
October 1 – Ms. Dembitz and Mr. Rivlin

9. NEW BUSINESS

a) None

10. EXECUTIVE SESSION

Ms. Goldberg made a motion to move into Executive Session at 8:50 p.m. to discuss legal and personnel issues and to review closed minutes for possible release and tapes older than 18 months for possible destruction as allowed by law. Mr. Rivlin seconded. The motion passed.

The Board returned to open session at 9:04 pm.
All closed minutes will remain closed and none will be destroyed at this time.

11. ADJOURNMENT

Ms. Mueller made a motion to adjourn at 9:05 p.m. Mr. Rivlin seconded. The meeting was adjourned.

Ron Simon, Board Secretary