

**Deerfield Public Library
Regular Meeting Minutes
July 21, 2010**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at a special, pre-announced time of 6:05 p.m. Present Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Marla Bark Dembitz (arrived late), Michael Goldberg (arrived after consent agenda vote), and Sunday Mueller. Village board liaison: Bill Seiden. Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Guests: CIG Co-chair Mark Fox, Library Consultant Polly Koenigsknecht, Financial Advisor Steve Larson, and PSA Dewberry architect Doug Pfeiffer.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one.

3. CONSENT AGENDA

- a) Minutes – June 15 Policy Committee and June 16 Regular Board Meeting
- b) Balance sheet/Revenues and Expenses/Financial variance report except the Check List
- c) Wording change for the Circulation Policy removing “household limits” language

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

4. TREASURER'S REPORT

- a) Ms. Mueller presented the financials for June with detail regarding Library assets including general and reserve funds balances on account with the Illinois Funds, CDARS, Bank Financial, and Wintrust (Deerfield Bank and Trust). The Library has approximately \$1.4 million in the general fund, of which most is on deposit with the Illinois Funds. There are reserves funds of approximately \$3.4 million divided among the CDARS one and two-year CDs, a Bank Financial money market account, and the Illinois Funds. The Board has approved \$2 million of the reserve funds to be used for the Library Improvement Plan, if the project goes forward. The checklist balance is higher for July than some other months due to the greater than usual number of days between the June and July Board Meetings and large payments due this month for annual renewals of software and database licenses.

The current check list includes electronic debits, Petty Cash checks 255-260, and General Fund checks 5061-5150 in the total amount of \$156,695.02.

Mr. Rivlin moved to approve the check list, seconded by Mr. Simon. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Sunday Mueller – yes, Mary Courtney – yes, Michael Goldberg - yes, Jeff Rivlin – yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander presented the following highlights from her written report. There were 72 members of the public present at the June open house information sessions. Matt Warnock, Circulation Manager, has prepared and submitted a draft of the RFID project Request For Proposal, which will be reviewed by our lawyer and made public. The OBOZ evaluation has been completed. A subgroup of the Technology Discussion Group has presented a Facebook proposal. The proposal is very complete and is expected to be implemented soon. Rebecca Wolf, Head of Automation, has prepared a “dashboard” of key statistical indicators for the Library, with the assistance of the

other managers. It will be presented to the Library Board in segments and over time to more easily demonstrate patterns of usage, cycles in services, etc. Recent events have helped identify the need for additional training and support for staff members who are responsible for handling emergencies or patron issues. The goal is the safety and security of the patrons, staff, and person of interest. We are cooperating with local police and seeking additional training for our staff through a variety of resources. Duties and responsibilities will shift while Karen Kleckner is on leave, as we are already planning and preparing for this. Total checkouts for June were over 42,000 – up more than 5% from the previous June and one of our highest months ever! Over 80% of new library card holders are signing up for e-notification. The twelve year old Library van has been repaired and will be expected to serve us for two more years. We are in the process of withdrawing ALL video and audio cassettes from the collections, as these are rarely circulating. About 80% of the staff members participated in a staff survey conducted through a third-party vendor in late June. The results were obtained yesterday. A summary was distributed to managers and board members. Among staff areas of concern are working conditions, compensation and benefits, quality and productivity, and employee development and recognition. Ms. Pergander will present the results summary to all staff members next week, and develop plans for better meeting staff expectations or increasing communication and understanding of any areas that cannot change. Ms. Mueller noted that this seems to be the first time such a survey was undertaken, and that to do so at a time of chaos in the organization was commendable. Ms. Pergander stated that some improvements are beginning immediately, such as more frequent rounds among staff members and improvements in the cleaning schedule. Others will take more time and staff input. Ms. Pergander will continue to report on improvements.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported news from the Village.

7. STRATEGIC PLAN DISCUSSION

a) Review of Open House feedback analysis by the CIG

Mr. Fox presented the CIG analysis of the feedback from the June Open Houses. Many of the surveys were incomplete, but the CIG felt the data was sufficient to provide direction. They drew five conclusions from the survey feedback:

- There is a clear consensus that the infrastructure issues must be addressed.
- A majority of people support the project, but the support is for “needs” over “wants”.
- The Library should ignore the extremes and focus on appealing to the middle ground.
- The Library should focus on flexibility to meet changing needs rather than to appeal to various constituent groups or focusing on specific uses.
- Continued dialogue and transparency are essential to the process.

His conclusion is that there is support for the project if the communication is clear and consistent. Mr. Abosch expressed appreciation for the work of the CIG over the past several months and the value they have added to helping the Board collect and interpret the community input. Mr. Abosch asked Ms. Pergander to thank the Tally Group on behalf of the board.

b) Review and approval of revised architectural building program

Mr. Pfeiffer presented the revised building program report proposing the types, sizes, and relationships of spaces to meet the needs and offer services to the community. The revision achieves the goals outlined by the Board, management, and staff by using less space and recognizing the cost constraints based on community input. The revised building program reduces space to 43,700 square feet, while retaining flexibility, added seating, additional meeting space, and modest collections growth compared to the current library. Further adjustments to the space will be made when the building program is applied to actual design concepts, due to space efficiencies and proximities. Mr. Rivlin asked if there will be high-tech meeting space with some video conferencing capabilities. (See also c. below)

- c) Decision regarding whether to proceed with the proposed Library Improvement Plan
Ms. Courtney made a motion to formally accept the Library Improvement Plan, which includes updating, reorganization, renovation and expansion of up to 10,000 square feet. Ms. Dembitz seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Sunday Mueller – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg - yes, Jeff Rivlin – yes.
Following this vote, Mr. Simon made a motion to accept the revised building program (see b. above) as representative of the types and sizes of spaces and consistent with the agreed-upon goals of the Board-approved Library Improvement Plan. Ms. Mueller seconded. The motion passed. The next two items on the agenda were discussed in reverse order.
- i) Resolution to hold a referendum to expand, remodel, equip, furnish, and provide materials for the Library
Mr. Abosch moved to approve the Resolution for the Submission of a Proposition of Issuing \$11,755,000 Village Library Bonds to the Voters of the Village of Deerfield in Lake and Cook Counties, Illinois, at the General Election to be held on November 2, 2010. Ms. Courtney seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Sunday Mueller – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg - yes, Jeff Rivlin – yes.
- ii) Recommended question for the ballot if decision is made to hold a referendum
Ms. Dembitz noted that the Library board now needs to ask the public for funding support, and to ask the Village for support in obtaining funding if the public answer is yes. Mr. Goldberg agreed. Mr. Abosch commented that this is the principled, right thing to do. Mr. Abosch noted that a sample referendum question was provided in the packet, and read it aloud. Mr. Abosch then asked the board members directly: “Are we going to referendum?” Ms. Courtney commented that she is in support of going to referendum. It is financially reasonable and responsible to take the question to the people. Ms. Dembitz noted that doing so is consistent with the Library Board’s previous public messages and transparency. The Board then discussed the timing – whether to go to referendum in fall or spring. Mr. Rivlin noted that interest rates are very low right now. Mr. Larson concurred. Two previously-obtained independent pollster opinions indicated fall would be a good time, although others disagree. Mr. Abosch noted that the infrastructure concerns will continue until the construction begins. Mr. Rivlin made a motion to seek public approval to obtain funding for the Library Improvement Plan through an advisory referendum in the November 2010 General Election. Ms. Dembitz seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Sunday Mueller – yes, Mary Courtney – yes, Marla Bark Dembitz – yes, Michael Goldberg - yes, Jeff Rivlin – yes.
Ms. Dembitz moved to amend Mr. Rivlin’s motion to seek public approval to obtain funding to include the dollar amount of \$11,775,000. Mr. Rivlin seconded. Motion passed.
- d) Review of the rules regarding referendum and appropriate/inappropriate behaviors/actions
Ms. Koenigsknecht reviewed the rules regarding appropriate behaviors and actions for Library Board and Staff members during a referendum drive. Board and Staff members are limited to distributing facts to inform the public about the Library Improvement Plan. They may not advocate for support of the project. Any advocacy efforts may not be paid for with public funds. Some CIG members plan to form a PAC to generate support for the project, but no public funds or staff time may be used for this purpose. Talking points for the Board and Staff will be distributed in the coming weeks to clarify what is and is not permissible.
- e) Plans for possible presentation to the Village Board on August 2 regarding possible request for referendum
Mr. Abosch outlined plans for the Library Board to present the decision to proceed with the Library Improvement Plan and the Advisory Referendum Question for the November 2, 2010 General Election with the Village leadership at the Village Board of Trustees meeting on Monday, August 2 at 7:30 p.m. Mr. Simon cannot attend the meeting. All other Board Members plan to attend.

8. OLD BUSINESS

a) Farmer's Market Trustee activities

In order to create a more visible presence, Library staff will set up a tent, a table with cover, and chairs for the Board Members at the Farmer's Market.

The following Board members will represent the Library at the Farmer's Market:

July 31 – Ms. Mueller and Mr. Goldberg

September 25 – Ms. Dembitz and Mr. Rivlin

October 16 – Mr. Simon and Ms. Courtney

It is possible that the PAC may attend the Farmer's Market on these days, but not at the Library tent.

b) Request from staff member to further compensate for loss of, or reconsider elimination of, holiday pay for low hour part-time employees

Mr. Abosch received a letter from a staff member requesting that the Board revisit this decision. The Board determined that sufficient consideration has been devoted to this issue. Mr. Goldberg made a motion to maintain the policy not to pay holiday pay to low hour part-time employees. Ms. Mueller seconded. The motion passed.

c) Review of patron behavior issue and patron response

Several incidents happened over a period of hours one day in early June that led the police to recommend banning a patron from the Library. The patron was temporarily banned pending outcome or the Board's review at this meeting. Ms. Pergander explained the incident, the banning, and the subsequent letter of explanation and apology from the patron. After considerable deliberation, the Board concluded that the ban should be lifted, a letter should be sent to the patron clearly outlining the expected standards of behavior and consequences should the standards not be met. In addition, staff should be offered education and support to become comfortable with safe, effective ways to manage aberrant behaviors, always with the option of involving the police when necessary. Ms. Pergander will draft the letter to the patron and seek professional training to be offered during the next staff institute day.

Mr. Goldberg moved to lift the ban of the patron in question. Ms. Mueller seconded. The motion passed by a vote of four to three.

9. NEW BUSINESS

a) Per capita grant requirement – Bylaws review

Ms. Dembitz reviewed the Bylaws on July 7 and outlined suggested changes to Article I, Article IV-Sections I, II, III, and VII, Article V-Sections I and II, Article VI-Section II, Article VII-Section III, and Article VIII-Section VII to be addressed after the referendum. This meets the Legal Compliance requirement for the 2011 Per Capita Grant Application.

b) Per capita grant requirement – Personnel standards review

Ms. Dolin prepared a report for salaries and fringe benefits as a percentage of the total budget, which falls within the Core standards as outlined in Chapter 3 of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. Ms. Pergander reported that the Library has job descriptions for most positions and plans to write them for all positions. The Library also just completed a staff satisfaction survey and plans to do a salary study later this year. This fulfills the requirement for Standards Chapter Review of the 2011 Per Capita Grant Application.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Ms. Dembitz made a motion to adjourn at 9:38 p.m. Mr. Goldberg seconded. The meeting adjourned.

Ron Simon, Board Secretary
