

**Deerfield Public Library  
Regular Meeting Minutes  
August 17, 2011**

**1. Roll Call and Call to Order**

The meeting was called to order at 7:07 p.m.

Present Board members: Ken Abosch – President, Marla Bark Dembitz, Mary Courtney, Jeff Rivlin, and Ron Simon. Also present was Village Liaison Bill Seiden.

Absent: Sunday Mueller, Mike Goldberg

Staff: Library Director Mary Pergander, and Rebecca Wolf, Assistant Director/Operations.

Guests: Doug Pfeiffer, Architect, and Jerry Aulisio, Owner's Representative

**2. Opportunity to address Board**

Deerfield resident Andrew Marwick expressed concerns about the costs for a temporary site and possible locations of a temporary site along Lake Cook Road. Regarding the Library Improvement Plan construction, he disagrees that there is a need to add additional meeting room space and named other locations of meeting rooms within Deerfield. He is concerned about the size of the proposed mechanical penthouse on the roof, and its visibility. He suggested that current book stacks could be better utilized by placing additional items on each shelf, possibly eliminating the need for more book shelves. He questioned how the project will be financed. Mr. Abosch acknowledged his comments and noted that Mr. Marwick has expressed some of these questions in previous sessions with the board as well. The Board thanked Mr. Marwick for his comments and noted that many of his questions and concerns will be addressed later in the planned agenda.

Mr. Pfeiffer expressed congratulations to the Board for the approval of the project by the Village Board.

Mr. Abosch also spoke about the warm endorsement given to the project at the Village Board meeting, and thanked members of the team, present and not present, for the excellent presentations at the approval sessions. All that remains are the two readings of the Ordinance and the final Appearance Review Commission meeting.

**3. Consent agenda**

The following items were included on the consent agenda:

- a) Minutes – Construction Oversight July 18, Regular Board meeting July 20, Design Process Task Force July 25 (no quorum), Construction Oversight July 30, Finance August 2, 2011.
- b) Balance sheet/Revenues and Expenses/ Financial variance report
- c) Approval of Architect contract as recommended by attorney and Owner's Representative

Ms. Dembitz made a motion to approve the consent agenda, seconded by Ms. Courtney.

The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney - yes, Jeff Rivlin – yes, and Ron Simon - yes.

**4. Treasurer's Report**

Mr. Rivlin assisted with the Treasurer's report in Ms. Mueller's absence.

- a) Current Check List – Mr. Rivlin questioned an item that was then described as a construction estimate fee. Ms. Dembitz made a motion to approve the check list, including Petty Cash checks 301 through 303, General Fund checks 6084 through 6140, totaling \$85,411.76.

- Seconded by Mr. Simon. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Jeff Rivlin – yes, and Ron Simon - yes.
- b) Update on Financial Consulting Services - Ms. Pergander explained that the Village has agreed to be the investment manager for the bond money, and that Treasurer Mueller and the Finance Committee members are still interested in pursuing investment services for operating funds. Mr. Rivlin gave an update about current market conditions and interest rates. Mr. Rivlin made a motion to have the Village serve as investment manager for the bond sale proceeds. Seconded by Ms. Dembitz. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Jeff Rivlin – yes, and Ron Simon - yes.
  - c) Update regarding sale of bonds - The bonds sale has been rescheduled for September.
  - d) Recommendation for Hicks Grants Recipients - Mr. Rivlin presented the recommendation of the Finance Committee members for Hicks Grant recipients. Mr. Abosch defined Hicks Grants for the guests. Although there were six applicants, most are more appropriately funded through other means. The board approved Renee Grassi for a Hicks Grant in the amount \$135. Ms. Pergander will meet with other applicants about alternative means of fulfilling their requests. One request also requires additional information from the applicant. The Board recommended that if the planned e-readers cannot be purchased in the near future with Friends funds, then the Library should use its own funds to obtain this equipment for staff use to help them be better prepared to assist patrons. Ms. Pergander assured them that the Friends have made the funds readily available – and that internal issues have delayed prompt purchase of the equipment. Mr. Rivlin made a motion to recommend a Hicks Grant for Renee Grassi in the amount of \$135 for continuing education to prepare her to provide services for children with special needs. Ms. Dembitz seconded the motion. The motion was approved.

## 5. Library Director Report

- a) Director Pergander reviewed the monthly report highlights – The Library Improvement Process building program is proceeding through the Village Commissions and Village Board approvals system. The third design charrette has been completed. Two staff members attended Digipalooza – a conference which focuses on downloadable materials for our patrons. The increase in coffee prices has been accepted by library patrons without comment. There were ten unattended children in the library last month. In the future this reporting will include all departments. We received our first official FOIA request – a request for information about the price we pay for thermal paper for the receipt printers. A second FOIA was also received – relating to the Owner’s Representative applications and materials. Circulation for the month reached the near-record high level of 44,680. Media experienced a 33% increase in usage for the month! The increasing demand for downloadable material will result in a special assessment next month from our consortium. In addition, management will be recommending an increase in the budget for the coming year in the downloadables line item. For the consortium, downloads have increased 50% in the past six months, to over 30,000 monthly. Kindle books are expected to come online in the fall.
- b) Employee survey regarding Employee Assistance Program - A representative of our Employee Assistance Program presented an orientation to all staff members. Staff members expressed positive interest in this employee benefit.
- c) Staffing update – There has been some seasonal and other turnover among some of the Pages. We are recruiting new employees for these positions. The preferred candidate for the VCSC position accepted another job. The search has been reopened. We are continuing to interview candidates for Business Manager as well.

## 6. Village Liaison Report

Mr. Seiden provided an update of Village Board activities.

## 7. Strategic Plan Discussion

- a) Owner's Representative report
- b) Committee reports
  - i) Board Liaison to the Village and Commissions
    - (1) Update regarding Commission and Village approvals process
  - ii) Design Process Task Force
  - iii) Construction Oversight
    - (1) Recommendation regarding Construction Manager at Risk
  - iv) Relocation Task Force

(NOTE: The Owner's Representative report blended with the reports related to the committees. The summary of agenda items listed under a) and b) above is presented below.)

Mr. Aulisio reported that the Design Documents phase is coming along well and recommended time be set aside at the September board meeting for review of these documents and plans, with possible approval. A realtor has been recommended by local leaders to assist the Library in finding a temporary location. It currently appears that four spaces may meet the requirements of short term lease, floor load requirements, at least 20,000 sq. ft. of contiguous space. Mr. Abosch asked Ms. Pergander to be sure to include updates for residents in the upcoming newsletters, website, and other communications. Mr. Aulisio stated that the soil borings have been completed with no detected issues. The Construction Oversight committee members interviewed four candidates and recommend Mortenson to the Board. Mortenson also the lowest priced overall. Mr. Aulisio is to begin negotiations on the Library's behalf, with a desired savings retention by the Library of 100%. Mr. Simon made a motion to accept the committee's recommendation to engage Mortenson. Seconded by Ms. Dembitz. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Jeff Rivlin – yes, and Ron Simon - yes.

Ms. Courtney asked that the Board be included in the design process, as planned. Ms. Dembitz can participate after December. The design philosophy has emphasized reasonable cost, sustainability awareness, flexibility and other key guide words. Most Design Process Task Force board members are available for meetings in the late afternoon. A meeting with the interior designer will be planned, to recap design philosophy and guidelines.

- c) Update: Lit path to parking on Hazel – No further update is available. Additionally, the Village is creating a task force to examine the traffic and walkways through the quadrant. The Library will be invited to participate.

## 8. Old Business

- a) Farmers' Market report, plans for next – Ms. Dembitz reported that fewer people stopped by the booth, which was in an out-of-way spot this time. Visitors were very positive, however. The most frequently asked questions were about the ground-breaking, temporary site, and parking issues. October 1 will be Mr. Rivlin and Ms. Courtney.

## 9. New Business

- a) One Book One Zip code Proclamation for Village – The OBOZ committee will attend the reading of a proclamation from the mayor honoring September as One Book One Zip code month.
- b) Possible multi-board social event in September - The Library Board has been invited to a multi-governmental board social event on September 21.

## 10. Executive Session

At 8:20 Ms. Dembitz made a motion to enter into executive session for the purpose of discussing matters related to personnel and legal issues as allowed by law. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Jeff Rivlin – yes, and Ron Simon - yes.

At 8:50 the open session was reconvened. Mr. Abosch asked Ms. Pergander to make arrangements for an employee to receive a payment equal to IMRF service-related charges.

**11. Adjournment**

There being no further business, Ms. Courtney made a motion to adjourn, seconded by Ms. Dembitz. The meeting was adjourned at 8:54.

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Ron Simon, Board Secretary