

Deerfield Public Library
Regular Meeting Minutes
August 18, 2010

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:02 p.m. Present Board members: President Ken Abosch, Ron Simon, Sunday Mueller, Marla Bark Dembitz, and Jeff Rivlin. Village Board liaison: Bill Seiden. Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Visitor: James McDonough, IHC Construction Companies, LLC.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

- a) Minutes – July 21 Regular Board Meeting
- b) Balance sheet/Revenues and Expenses/Financial Variance Report except the Check List
- c) Approval of Adjustment to the Circulation Policy regarding Replacement of Lost or Damaged Items
- d) Approval of Kill-A-Watt Kit circulation policy incorporation into the Library Circulation Policy
- e) Approval of Environmental (Green) Plan as required by the Per Capita Grant 2011
- f) Review and approval of standards chapter and suggestions for Per Capita Grant 2011
- g) Recommendation to purchase virtual server
- h) Recommendation from architect for surveyor contract
- i) Sample Referendum Communication Plan

Items d), g), and i) were removed from the consent agenda for further discussion.

Ms. Dembitz made a motion to approve the amended consent agenda. Mr. Rivlin seconded. The motion passed.

Discussion:

Item d) Approval of Kill-A-Watt Kit circulation policy incorporation into the Library Circulation Policy

Mr. Rivlin inquired about the replacement value of the Kill-A-Watt kits. The kits were donated to the Library as a part of a limited time promotion by Commonwealth Edison. It is likely that the Library would not replace them if they are lost or damaged. Mr. Rivlin suggested this be reconsidered, because another version is available on the Internet. Mr. Rivlin also suggested that using the \$25 replacement fee could be a deterrent to loss. Mr. Abosch suggested the Library managers make this operating decision. Ms. Dembitz moved to approve the Kill-A-Watt Circulation Policy as proposed. Mr. Simon seconded. The motion passed.

Item g) Recommendation to purchase virtual server

Ms. Pergander presented a proposal prepared by Head of Automation Rebecca Wolf for a virtual server with associated software and installation at a total cost of \$18,174.13. The server would be purchased through state contract pricing with Hewlett Packard. The Board asked about the functionality of the server in relation to the Library's overall technology needs. Ms. Pergander answered these questions. Mr. Abosch requested a presentation with diagrams of the automation and technology systems so Board members have a clearer understanding of the Library's technology needs in the immediate future and next several years. Also, the anticipated costs of technology for the next two to three years, aging of hardware items, and the steps the Library takes to protect from viruses and other security threats. Ms. Pergander mentioned these things are covered in the Technology Plan approved last year by the Board and currently being updated. Ms. Pergander will work with Ms. Wolf to prepare this presentation. Ms. Mueller moved to accept the proposal to purchase a virtual server. Mr. Rivlin seconded. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Sunday Mueller – yes, Marla Bark Dembitz – yes, Jeff Rivlin – yes.

Item i) Sample Referendum Communication Plan

Item i) was moved later in the meeting to be discussed with Strategic Planning.

4. TREASURER'S REPORT

a) Ms. Mueller presented the financials for July with detail about the Library's capital assets. Capital assets appear only on the annual financial report. An appraisal was just completed on the land, building and other improvements, including furnishings. The appraisal provides an inventory for the end of year audit, balance sheet, and financial reports as well as to help determine appropriate levels of insurance coverage. Library collections are not included in the appraisal but an inventory is readily available through the automation system.

Ms. Pergander reported that Office Depot challenged their property's EAV and the Cook County Review Board agreed with the challenge. She expects more of these challenges to be forthcoming.

The current check list includes electronic debits and General Fund checks 5151-5159 and 5162-5214 in the total amount of \$65,819.57. General Fund checks 5160 and 5161 were voided.

Ms. Dembitz moved to approve the check list, seconded by Mr. Rivlin. The motion passed by the following vote: Ken Abosch - yes, Ron Simon - yes, Sunday Mueller – yes, Marla Bark Dembitz – yes, Jeff Rivlin - yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander reported that the RFID RFP was finalized and distributed. The proposals are due on September 10. The Library is converting from laminated book covers to Mylar covers, and from doing this function in-house to outsourcing it. All VHS and Audiocassette materials will be withdrawn from the collections prior to RFID implementation. The Library is now tracking incidents involving unattended children in the Library to determine if the perceived increase is real. There were seven incidents in July. Youth Services librarian Renee Grassi obtained a grant for \$2000 from Target to develop story times for children with special needs. The Technology Committee and a subgroup are planning the implementation of the Facebook project. Business Manager Carol Dolin led the managers through the development of a draft budget for the coming year. Circulation for July was the highest ever recorded at 43,930. This is 8.7% higher than one year ago. LINKin (virtual consortium) checkouts have reached 354 in their third full month. Management is carefully following the state-wide library material delivery issues and the possible effect on our ability to obtain and return materials to and from other area libraries and beyond. There were 247 new library cards issued this month. Circulation staff members, at the suggestion of a staff member, are improving their comfort and results in informing patrons of fines owed and collecting these in a timely manner. Two air ducts were reconnected to provide substantially improved air flow to tow staff areas. The Library Environmental Plan was developed by Facilities Manager George Simons in fulfillment of the State requirement for Per Capita grants. Head of Automation Rebecca Wolf is updating the Technology Plan. She attended a webinar on public funding and technology access. The subscription databases usage in July was 3991, an increase of about 16% over June. To continue to improve access we are making these more noticeable on our webpage. On the Fourth of July we provided a cool location and water for 2154 people. Youth Librarian Kate Easley supports the homeschooling families, and recently contacted the Deerfield Area Historical Society to discuss a homeschooler visit to the historical site. Youth Library Assistant Heidi Knuth and Head of Youth Services Meg Anthony attended Bannockburn's Panera celebration of two years of story times at that location – an idea that Panera has taken nationwide to interested locations.

Update regarding staff survey – The results of the staff survey have been shared with the Board, managers and staff. Based on staff concerns new discussion groups are forming regarding communication and compensation. All managers who had sufficient work group participation in the study received copies of the aggregated results for their areas to share with staff members. Reports on the results are due to the Director on September 10. Other managers received copies of relevant concerns and requests to develop action plans to address them. The management team also met as a work group to discuss its own concerns and develop an action plan for

implementation. Based on all staff feedback received to date, the following changes have already been made;

- New staff Communication discussion group
- New staff Compensation discussion group
- Cleaning improvements and creation of a system to sustain them, based on staff feedback
- Improvements in vending choices
- Staff rounds conducted daily by the Library Director in all staff work areas

The Library Director will continue to report progress made as appropriate.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported news from the Village.

7. STRATEGIC PLAN DISCUSSION

a) Draft architectural conceptual drawings

Ms. Pergander received a second draft of conceptual drawings late this afternoon. These drawings incorporate feedback from the staff on the first draft. Staff will be invited to provide feedback on these drawings and the Board will meet on August 26 at 7:00 p.m. to approve the further-revised drawings. Architect Doug Pfeiffer will be invited to discuss with the Board specific features of the proposed drawings at that time. Ms. Pergander explained the need for a list of 10 to 12 features of the Plan that appeal to the community members and to which the Board and architect can commit to have included in the final building. She proposed determining these with the consultant Polly Koenigsknecht, based on features already approved in the building program. These will be shared for approval with the Board and architect. The Board also requested a revised site plan showing traffic flow and parking, and an outline of the current and proposed building footprints superimposed to show the differences. Ms. Pergander will inform the architect. Mr. Rivlin inquired about additional options such as building out over parking or toward the park. Mr. Abosch explained that the current Library Improvement Plan and downward revision of proposed costs no longer allow for these types of expansions. Nevertheless, Ms. Pergander is to ask the architects how the proposed layout provides for maximizing traffic efficiencies. Mr. Abosch also commented that the word “expansion” may connote to residents a much grander enlargement than that actually being proposed.

b) Clarification of language for November 2 ballot question

The Lake County Clerk has requested clarification on the referendum regarding whether it is binding or advisory. The Village Bond Counsel recommends the addition of “Advisory Referendum” below “Official Ballot” and above “Proposition” on the ballot. This change is administrative in nature and does not affect the filing date.

Ms. Dembitz made a motion to add the language “Advisory Referendum” to the ballot question as proposed. Mr. Simon seconded. The motion passed.

c) Update regarding legal requirements for referendum

The Library’s attorney recommends that the Library not register as a Ballot Initiative Committee. This is because the Library will issue only informational communications in written formats. Any advocacy activities will be performed by and paid for independently by revenues and activities of an independent citizen group. Polly Koenigsknecht, the Library’s PR consultant, is also coordinating activities of this group.

d) Plans for public information meetings, September 30 and October 2

The next round of public information meetings will take place on Thursday, September 30 at 7:00 p.m. and Saturday, October 2 at 3:00 p.m. Board members will present information posters and distribute handouts highlighting features of the Library Improvement Plan, including the building program and architectural conceptual drawings. Building tours for interested attendees will follow.

Consent agenda item i) Sample Referendum Communication Plan

Ms. Pergander presented a Communication Plan as proposed by Ms. Koenigsknecht, which includes:

- Creating a timeline for activities
- Developing talking points with an underlying message
- Designing information materials

- Writing and sending an informational letter about the Library Improvement Plan and referendum to community leaders
- Identifying community groups to speak to and requesting time to make informational presentations
- Organizing a Speaker's Bureau of trustees and staff to speak to the community groups
- Scheduling speakers and times for the Speaker's Bureau of trustees and staff

One tentative and five firm community events have been scheduled in September and October for fifteen minute presentations and information distribution. Board members agreed to present at these events.

A special newsletter is under development which will be in homes on or about October 5. Handouts and other information pieces are planned, which include the architect conceptual drawing with a list of highlighted features.

8. OLD BUSINESS

None

9. NEW BUSINESS

a) Farmer's Market Feedback

Ms. Mueller and Mr. Goldberg were at the Farmer's Market on July 31. Ms. Mueller reported that they spoke to approximately 35 to 40 people. Most comments were supportive and positive, but some confusion remains about costs and magnitude of the Library Improvement Plan. She recommends focusing on a few major points that people can relate to and easily remember. She also recommends having something with visual appeal and preparing and practicing one minute speeches targeted to specific groups. The handouts included in the Referendum Communication Plan should work well for this purpose. A laminated copy of the architectural conceptual design should be available. Ms. Mueller suggested that Board members arrive later in the day to speak to the most people as the market is not well attended early in the morning. Ms. Pergander will discuss the Board's recommendation for a bag for handouts with Polly Koenigsknecht.

b) Hicks Grant Recipients

Five staff members applied for the Hicks Grants. Mr. Simon made a motion to approve the following four applicants:

- Sarah Cole for \$500
- Kay Palecek for \$318
- Rebecca Wolf for \$500
- Lindsay Zabel for \$500

Ms. Mueller seconded the motion. The motion was approved.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Ms. Dembitz made a motion to adjourn at 9:45 p.m. Mr. Abosch seconded. The meeting adjourned.

Ron Simon, Board Secretary