

**Deerfield Public Library Board of Trustees**  
**September 21, 2011**

1) ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:07.

Present: Board members – President Ken Abosch, Marla Bark Dembitz, Mary Courtney, Treasurer Sunday Mueller, Jeff Rivlin, and Secretary Ron Simon. Absent: Michael Goldberg and Village Liaison Bill Seiden.  
Staff – Library Director Mary Pergander, Assistant Director/Operations Rebecca Wolf, and Interim Business Manager Trisha Steele.  
Guests – Owners Representative Jerry Aulisio, AT Group

Ms. Pergander re-introduced Ms. Steele and announced Ms. Steele is the new Business Manager. The Board members congratulated and welcomed Ms. Steele.

2) OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE  
(No one.)

3) CONSENT AGENDA

- a) Minutes – Regular meeting August 17, Design Task Force August 24 and September 7, Finance Committee August 13
- b) Balance sheet/Revenues and Expenses/ Financial variance report except check list
- c) Approval of Per Capita Grant application, an annual report to the State of Illinois.

MOTION to approve the consent agenda items made by Sunday Mueller and seconded by Marla Bark Dembitz.

The motion passed.

4) TREASURER REPORT presented by Treasurer Sunday Mueller.

- a) Current check list(s) - Ms. Pergander explained that there were additional items not included in the original check list total, bringing the revised check list total to \$191,235.96.

MOTION to approve petty cash checks 304 through 307, and general fund checks 6141 through 6213, totaling to \$191,235.96 made by Trustee Jeff Rivlin and seconded by Sunday Mueller. The motion passed by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

- b) Update regarding sale of bonds - Trustee Jeff Rivlin announced that the Village had received a triple-A rating for the bonds.

President Ken Abosch asked about the financial benefit of this rating to the Library.

Trustee Jeff Rivlin said that the actual benefit is not known at this time and the actual change from the estimate will depend upon the actual sale.

Ms. Mueller reminded the Board that the upcoming sale is scheduled for September 26<sup>th</sup> and that she plans to attend the Village's meeting that evening where the sale will be presented for approval. The bond sale will be for about \$9 million and \$5.9 million will be for the beginning of the Library's construction project. The balance of the \$11.7 million Library funding will be issued at a later date. She also noted that the Village will assume the responsibility for these bonds. The overall cost of the bonds, including bond insurance, should be lower than previously expected due to a lower rate based on the Village's triple-A rating.

- c) Quarterly report of investment activities - Treasurer Sunday Mueller presented a new quarterly investment activity report, created by Ms. Steele. She described the format which provides information

about investments for different Library purposes, such as operations and construction. She also provided an explanation of the changes that occurred in the first fiscal quarter, May 1, 2011 to July 31, 2011. Ms. Mueller announced that a meeting has been scheduled for her and Library Director Mary Pergander to meet with the representative from PMA, Naperville, regarding the development of an investment plan, including forecasting and better yields from safe investments.

- 5) LIBRARY DIRECTOR REPORT, presented by Library Director Mary Pergander
- a) Review of written report highlights and circulation statistics - Future staffing needs are being considered in special management meetings. An organization chart will be presented for consideration at the October meeting. Melissa Stoeger has done an excellent job as Interim Readers Services Manager. She will continue afterward as an Adult Services Librarian. The staff Technology Committee recommends more staff training because of the increase in new technological devices, enhancements to processes, and new staff. They also reviewed the proposed technology Librarian job description. The Library has acquired e-readers from funds provided by the Friends of Deerfield Public Library. Staff have been encouraged to check these out and learn how to use them. The search for a Virtual Coordinator continues. The managers recommend a substantial increase in the virtual materials budget due to the fast pace of changes in the usage of this media. The Library's virtual material activity has increased greatly since December and demand and usage will continue to grow.

Trustee Ron Simon added that Kindle users can now go thru 'My Media-mall' to get books.

Self check usage went down 1% to 86% of all circulation, which is not an unreasonable fluctuation. The Library is starting to outsource some of preprocessing of materials to decrease the time it takes for newly acquired materials to be available to patrons. Home delivery service has increased: 57 deliveries were made in August, but there have been 73 already in September. Ms. Janet Wigodner has been assisting Ms. Wilson and has received very positive comments from patrons. New Cataloging Librarian Mingyan Lin will work part time and focus on AV cataloging. Circulation has risen 5% over last year, and last year was a high point too.

President Ken Abosch asked about the circulation of blu-rays.

Assistant Director/Operations Rebecca Wolf explained that they are doing very well, and will do even better with additional acquisitions. Director Pergander added that providers are giving the Library both DVDs & blu-ray versions for a single order. This has provided the Library with the welcomed challenge of how to best provide these to the patrons.

Trustee Marla Bark Demtitz asked about the volume of downloads per department. Ms. Wolf responded that Overdrive provides information on the number of materials downloaded, but no data by department yet.

Trustee Jeff Rivlin asked if the Library tell if people are actually downloading or just browsing. Ms. Wolf said that the Library will be able to determine this through Overdrive at a later date. She also confirmed that the information by type of e-reader, such as Kindle, is available.

- b) Virtual Reference services to begin - Librarian Julie Rhea has created a proposal for virtual reference services. This service will allow patrons to send in questions, via text for example, and get an immediate text response. In response to Trustee Jeff Rivlin's inquiry, Director Pergander confirmed that it will be our staff that will provide these answers. She praised the efforts of Julie Rhea and her essential contributions to the development of this new capability.
- c) Update – Reorganization Plan - a proposed reorganization plan will be coming to the Board in October. It will include five pillars of activity and will be mapped out in the proposed new Library floor plan.
- d) Recommendation for Technology Librarian – Ms. Pergander explained that this position will enhance patron services and will report to Assistant Director/Operations Rebecca Wolf. It is not a management

position, but will provide support to both staff and patrons. After identifying the need, management noted that there are qualified and interested people on staff qualified for this position. At least one is in a temporary position which is ending soon and who may otherwise leave the Library. Director Pergander asked the Board if the Board had any concerns and stated that she would like to move forward with filling this position at this time.

Assistant Director/ Operations Rebecca Wolf expanded on the function of this position. She noted that it will fill three key elements of introducing new technology to the Library: assistance, evaluation, and execution. This position will fill the need for someone who can evaluate the rapidly changing technology and raise the right questions. It will fill the need for staff support in becoming very comfortable with computers. She noted that the Library is anticipating several new technological changes including a change of phone system and moving from Windows XP to Windows 7. She noted that the position will help get staff acclimated and will provide training to both staff and patrons, in multiple formats, including how to upload a PowerPoint presentation to YouTube. This position represents knowledge-based redundancy. Currently only Ms. Wolf knows how to access various functionality of the technology and operating systems. The position will ensure that more than one staff person can carry forward with new technological advances. Trustee Marla Bark Dembitz said that she is very excited by the concept, adding that this is how the Library will help both staff and patrons keep up with a rapidly changing real world, which is a challenge for everyone at this time. She stated that it will be good to have person in place.

Trustee Jeff Rivlin stated that he is also very supportive and added that the upcoming move will provide a great opportunity to experiment with technological improvements and use of space. The addition of this position will make it easier to jump ahead with social media too. Trustee Mary Courtney noted that the addition of this position will enhance the Library's ability to provide educational services, as has been the Library's mission for some time; and expressed that the Director should go ahead with filling the position. There were no objections.

- e) Final date for non-Library use of the meeting rooms - This will be mid-December for groups meeting at the Library.
- 6) VILLAGE LIAISON REPORT - Ms. Pergander presented the report, in the absence of Village Liaison Bill Seiden, based on his notes.
- 7) LIBRARY IMPROVEMENT PROCESS
  - a) and b) Owner's Representative report and Committee Reports
    - Mr. Aulisio distributed the reports and stated that, in the future, they will be included in the Board packet. He recommended combining his report with the decisions made at all of the committee meetings, which include the following:
      - i) Board Liaison to the Village and Commissions
      - ii) Design Process Task Force
      - iii) Construction Oversight
      - iv) Relocation Task Force
    - Summary of report:
      - The Special use Ordinance has been approved by the Village. The Library also received final approval from the Appearance Review Commission. The Intergovernmental Agreement for the lighted path to Hazel parking is awaiting further design and pricing. Mr. Aulisio recommended scheduling an additional meeting each month. The first will be to review the design development package and updated budget estimate. This will be about two hours and will include the architects. The subsequent meetings are anticipated to last about one hour. The Board discussed the meeting date and scheduled the first meeting for Oct 12<sup>th</sup>, 6 pm. It was determined that dinner would be provided at the first meeting to allow for everyone's attendance. Subsequent meetings were proposed for the first Wednesday of each month. Mr. Aulisio will meet with the Design Process Task Force on Oct 6, and this meeting will include staff.

Subsequent meetings will be every Thursday for staff only. Updates will be given to the board Design task Force periodically. The preliminary construction estimate is completed but will be vetted tomorrow. It is over-budget at this point, and subsequent meetings will bring it back to within budget. Mr. Aulisio will have a better understanding of the details and will get back to the Board. Relocation costs – Mr. Aulisio got an estimate for moving to and from the temporary location. The IT-related moving issues are still pending, as well as the staff furniture and equipment. Staff is working with CVI regarding the phone and technological aspects of move. The construction management agreement is in review by attorney at this time. Mortenson is currently working under letter of intent. The architect's agreement with PSA has been revised with all of the Library's revisions and is available for signing this evening. It was approved previously, subject to the incorporation of certain revisions. The additional work to be done by PSA needs to be approved by the Board. ACM Review – As communicated following the survey in 2010, some asbestos is present in the building, in a non-friable condition currently. Mortenson will coordinate the asbestos clean-up, but wants an independent firm to participate. This is a common request. Mr. Aulisio will get a quote for removal plan, and then can go out to bid for the work. He suggests using Midwest, since the Library has chosen to work with them before, and then compare the quote to market estimates. PSA completed analysis of temporary location needs and found 20,000 square feet is recommended for the identified needs. PSA did a survey of all public furniture, which was used for the mover's estimate. Staff rooms were not included. Local real estate broker, Jack Frigo, is working pro-bono and has provided a list of potential sites for the Board to review. Mr. Aulisio has narrowed the list to seven. They are all along Waukegan and Lake Cook Rd, at the south end of Deerfield. Jack Frigo will approach these seven property owners to see gauge interest, to get potential costs, and to start developing a lease package. Based on this survey, the seven will be further narrowed down so that the Board can then consider pros and cons of the options. Trustee Jeff Rivlin questioned the inclusion of one property. Mr. Aulisio responded that all suitable properties were included in case they might be interested in providing the Library a lease.

Trustee Marla Bark Dembitz expressed an appreciation for the work that Jack Frigo is providing to the Library. Members of the Board agreed. President Ken Abosch asked how any extra space might be used if the Library doesn't need as much as is available. Mr. Aulisio explained that it will need to be negotiated. It may be partitioned, or there may be a build-out allowance. Mr. Abosch noted that the Board wishes to minimize expense on a temporary location. A tentative date for site visits was set for October 10. The estimated relocation cost, from a moving company with library experience, for the move to and from the temporary site was close to \$250,000. President Ken Abosch asked if this estimate is competitive and if Library needs additional bids. Mr. Aulisio responded that the estimate is a placeholder at this time. Mr. Aulisio reviewed other costs on report, including lease cost variations. President Ken Abosch asked that members of the committees confirm that all of the issues from their respective committees had been addressed. There were no further issues.

c) Discussion of security philosophy for Library Improvement Project - Library Director Mary Pergander asked the Board for input regarding security cameras. She explained that the recommendation from the architects is to run cables so that they can be used in the future, while installing only high-risk areas such as the media area, the hallways near restrooms, and doorways. Trustee Jeff Rivlin asked about the coverage on the Library parking lot, noting that we will be sharing the Hazel parking lot with the Park District. Trustee Ron Simon suggested that follow-up on the parking lot is needed and that the Board review what other Libraries are doing. Director Pergander summarized that safety, internally and externally, along with the option to add additional cameras later, is the Board's direction. The Board concurred.

8) OLD BUSINESS

None

9) NEW BUSINESS

- a. Board and Library staff representation on the new Village planning task force - Ms. Pergander recommended and President Ken Abosch agreed that the Library Board will provide staff and Board representation on new Village Planning Task Force, with Chairman Tom Jester. One focus of the task force will be on the integration of walkways. Director Mary Pergander requested to be the Library's staff representative. Trustee Mary Courtney stated that, tentatively, she would volunteer to be the Board representative, pending the provision of final details regarding meeting time and frequency.
- b. Approval of proposed 2012 board meeting dates and library holiday closures - Director Pergander noted that the Nov 21<sup>st</sup> board meeting is a conflict with the Library's schedule early closing for the Thanksgiving holiday. She recommended Nov 14 and the Board discussion concurred.

MOTION to adopt the proposed 2012 schedule of board meetings and library holiday closures, including the November 14 revision, was made by Ron Simon and seconded by Marla Courtney. The motion was approved.

- c. Confirming date and arrangements for holiday event - Director Pergander explained that the Library staff requested an off-site location for the next holiday party, after holding it in the Library for several years. Community Outreach Coordinator Jody Wilson begun exploring possible sites and has the recommended TRAX on December 9<sup>th</sup>, at 6:15 p.m. There will be adequate space for 85 people to mingle and talk. A simpler menu and fewer decorations are planned to offset the cost and stay within budget. Board members discussed the importance of providing this staff appreciation, but at a reasonable cost and at a local site.
- d. December 3<sup>rd</sup> is Winterfest in downtown Deerfield - Director Pergander stated that Ms. Wilson has arranged for the Library to have O-gauge trains in the Library that day, which will bring in the crowds. Board members voiced an interest in developing a schedule so that there will be Board representation throughout the 9 to 4 event.

Trustee Jeff Rivlin noted that Jody Wilson is to be commended for the recent Skype One-Book-One-Zip-code meeting with David Hirsch..

#### 10) EXECUTIVE SESSION

Ms. Dembitz made a motion to enter into closed session to discuss legal matters. Seconded by Ms. Courtney. The motion was approved by the following vote: Ken Abosch – yes, Marla Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

#### 11) ADJOURNMENT

The Board returned to open session at 8:50 pm. Ms. Dembitz made a motion to adjourn. Seconded by Mr. Simon. Meeting was adjourned.