

**Deerfield Public Library
Regular Meeting Minutes
January 19, 2011**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:05 p.m.

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

Library consultants - architect Doug Pfeiffer and engineer Kevin Palmby.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Mr. Abosch welcomed observers and offered the opportunity to address the Board. No comments were made.

3. CONSENT AGENDA

- a) Minutes – Regular meeting December 15 and closed meeting minutes from October 20 to November 17. Strategic Planning Committee meeting January 6, 2011.
- b) Balance sheet/Revenues and Expenses/Financial Variance Report except the checklist

The closed meeting minutes from October 20 and November 17 were removed from the consent agenda to be reviewed in closed session.

Ms. Dembitz made a motion to accept the other consent agenda items as proposed. Ms. Courtney seconded. The motion passed.

4. TREASURER'S REPORT

Discussion:

The operating budget for the coming fiscal year must be submitted to the Village in March. The Finance committee will meet before the next Board meeting to create the draft operating budget from the appropriations budget approved last fall.

Salaries are running on budget, but Health Insurance continues to run over budget.

Consequently, the total personnel-related expenses may be over budget at year's end.

- a) Ms. Mueller presented the checklist, which includes electronic debits, petty cash checks 115-118, and General Fund checks 5597-5669, in the amount of \$54,504.35

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

5. LIBRARY DIRECTOR'S REPORT

- a) Update on goals

Ms. Pergander provided an overview of goals completed, in progress, delayed, etc. A complete report will be presented in March.

- b) Holiday party feedback summary

Ms. Pergander has collected feedback from staff members. Briefly, staff would prefer to have an event outside the library with dressier attire, and more gifts or prizes for personnel. All of the comments will be reviewed prior to the 2011 event planning.

- c) Clarification regarding charges for hot beverage vending service

Ms. Pergander asked for clarification whether there will be a charge for coffee in the new hot beverage vending, and how much. The Board clarified its desire to charge \$0.25 for coffee and \$0.50 for the premium beverages. There is still some question about what options exist for tea. Ms. Pergander will explore further.

- d) Update regarding RFID equipment, clarification of intent and budget
Ms. Pergander noted that the approved budget and plan for RFID did not include a staff induction unit. After describing its function, Ms. Pergander stated that she had requested that the purchase order be revised to reduce the number of bins and to add the staff induction unit, with the overall commitment to stay within the budget for the project. Since the system is modular, additional bin units can be planned into the remodeling design and added when we return to this building. Ms. Pergander drew the architect's attention to this detail and asked him to be sure to allow for it in the space planning.
- e) Proposed floor plan for service desk and table locations in Media/Teen area
Ms. Pergander demonstrated the planned reconfiguration of furnishings and function in the current building to 1) accommodate RFID and 2) allow staff to experiment with new and improved patron services prior to their final design for the renovation. Costs to do so are minimal, and they may help prevent future costly mistakes. The media and Teen services desk functions are being combined and relocated. The new Information Desk, Patron Service desk and Check-out locations were described. New signage is being added to help guide patrons, too.
- f) Plan to review and revise Employee Handbook in compliance with changes in employment law
Ms. Pergander noted that Illinois has changed to allow civil unions, and the Library will need to update the benefits and employee handbook to comply.

Ms. Pergander also reported the following: Application of the RFID tags to the entire collection begins in mid-February. Quotes for electrical work and dry wall work for the RFID installation are well within the budgeted amount. Total circulation for December was up 6.2% compared to the previous December. Ms. Dolin has created a database of all interested consultants, companies and vendors related to the project. There has been a chance of credit card transaction processing companies related to RFID. There were over 18,000 hits to the home page of the website in the past month. The Library is facing some challenges to get materials back on shelf in the standard 24 hours, and a plan is being developed to get within standards.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on happenings at the Village.

7. STRATEGIC PLAN DISCUSSION

- a) Summary of Strategic Planning Committee meeting
Mr. Abosch referred to the minutes of the meeting, which were approved in the consent agenda. He said they summarized the meeting very well and he didn't have anything to add. Other Board Members concurred.
- b) Recommendations for construction management preferred method and process for selection of preferred consultant (Item 7d discussion preceded 7b)
Mr. Abosch made a motion to move forward with the selection process to acquire an owner's representative, with the understanding that if interviews show that the Library does not need these services, the search may be abandoned. Ms. Dembitz seconded. The motion passed unanimously.
Ms. Pergander will prepare a request for proposal and proposed timeline for Board approval.
- c) Planned visits to other libraries
Visits are being planned to tour the following libraries and interview the library directors, and when possible, board members and staff, about their building projects. The following dates and times were chosen.
 - Glenview Public Library on February 3 at 6:00 p.m. Mr. Pfeiffer will attend this visit.
 - Fox Lake Public Library District on February 10 at 7:00 p.m.
 - Elmhurst Area Public Library on February 12 at 10:00 a.m.
- d) Vendor survey regarding differentiation of owner's representative and construction manager functions (Item 7d discussion preceded 7b)

Ms. Pergander queried the firms in the Library's construction project database requesting information to differentiate owner's representation from construction management. Some firms responded with hard copies, some with electronic documents, and some with both. To be fair to all of the firms, Ms. Pergander won't distribute individual responses, but will summarize her findings. There were approximately fifteen common responses, but the following were most prominent.

- Any delivery method can be used successfully.
- The owner's representative provides an extra pair of ears and eyes and offers administrative support.
- It is best to bring the owner's representative on board early, if one is used, to help with the architect's contract.
- The construction manager at advisor manages the building project and can be used in lieu of the owner's representative to help manage the contracts.
- The Guaranteed Maximum Price is great if it is legal, but it may not work for us if our entity does not meet the requirements.

Ms. Pergander then reported on additional responses from libraries she contacted that hadn't responded before the strategic planning meeting. The libraries that used construction manager at risk are happy with their decision, as were all of the libraries contacted. Each library said they used the method that was most successful for them.

The Board asked Mr. Palmby if using an owner's representative doubles cost over using only a construction manager. Mr. Palmby said it does not double and while he is not sure of the rate for an owner's representative, the construction manager fee is approximately 1.75% to 2.3% of the project cost. He believes the owner's representative is a lower percentage of the project cost. Mr. Rivlin questioned the value proposition of adding an owner's representative. The Board discussed the project's complexity itemizing the different parts of the project, which include moving offsite and back again, renovating the temporary site, and the renovation and expansion of the Library building. Each part of the project requires a certain level of expertise and the owner's representative can help to coordinate.

Mr. Rivlin asked if Ms. Pergander had spoken with the Village about their project. Ms. Pergander said the Village used Design-Build, a project delivery method that is not being considered by the Library. The Village held all of the contracts and the construction manager was an employee of the builder. The Library does not have the staff or expertise to use this project delivery method. Mr. Rivlin and Ms. Dembitz questioned the value added by using an owner's representative and asked what is done by the person filling that role that is different from the construction manager or general manager. Ms. Pergander asked what information will be helpful to satisfy these questions, and Ms. Dembitz said she would prefer specific examples of where or how the owner's representative helped on other projects.

Mr. Goldberg asked if anyone thought the Board or Staff had the time or expertise to manage the project and reiterated the size of the project and the permanency of the building. He said it is worth getting good guidance and cited the successful management of the referendum and financing as examples of the value added by consulting experts. Ms. Courtney agreed.

Mr. Abosch said the Board began this process with four models for the building project and ended up with a hybrid that fit the needs of the community best. He discussed his time constraints and those of other Board members, and reiterated the lack of on board expertise for this type of project. The Library needs help managing the project, but the question is now much and what kind. The next step is to get the information needed to make that decision. (Recommendation made in 7b above.)

8. OLD BUSINESS

a) Correction to the Annual Board Agenda Item Calendar

Ms. Pergander presented the revised Annual Board Agenda Item Calendar, removing the NSLS Annual Dinner in March and adding preparation for the tax hearings in November and attending the tax hearings in December. The Board approved the revisions.

9. NEW BUSINESS

- a) Recommendation regarding public comments time limits and topics for public meetings
 - i) Sample policy from the Village
Ms. Pergander presented the Village's policy regarding public comments at their Board Meetings. The Library Board has a sign in sheet with a time limit for comments at regular Board meetings, but does not have a written policy. Mr. Abosch commented on how effectively Mayor Rosenthal manages public comments and feels such a policy could be helpful should the Library face the need. Ms. Pergander will draft an equivalent policy for the Board's approval. It will be presented at the next Policy Committee meeting.
The public open houses follow a different format to invite public feedback. Mr. Abosch recommends setting ground rules for participation at the beginning of these meetings including establishing time limits, assigning a timekeeper, and restricting comments to the topic of the meeting. The Board concurred.
- b) Recommendation to increase charge for color copying and printing
The usage of color copying and printing has increased dramatically and associated costs have also increased. Management recommends increasing the charge to the public to print and copy in color to help offset these costs. The Board discussed the possibility of charging \$0.25 per page or \$0.50 per page. Several area libraries and businesses charge \$0.50 per page for color copying and printing and the additional revenue could be used for staff purposes. Nevertheless, the objectives of covering the Library's cost can be achieved at the \$0.25 level. Mr. Goldberg made a motion to accept management's recommendation to increase the charge for color copying and printing to \$0.25 per page. Ms. Mueller seconded. The motion passed by the following vote: Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.
- c) Upcoming meeting dates
After scheduling dates for the library tours, the Board selected the following dates for committee meetings
Policy Committee – Tuesday, February 1 at 6:00 p.m.
Finance Committee – Tuesday, February 8 at 5:30 p.m.
HR Committee – this meeting will be scheduled after legal language can be prepared to comply with the new Illinois Civil Union Act that takes effect June 1, 2011.

10. EXECUTIVE SESSION

Ms. Courtney made a motion to move into Executive Session to discuss a personnel issue, the closed meeting minutes, and a legal issue at 8:35 p.m. Ms. Dembitz seconded. The motion passed by the following vote: Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes, and Ron Simon - yes.

11. The Board returned to open session at 8:55 pm. Ms. Mueller made a motion to approve the minutes of the closed sessions, seconded by Mr. Goldberg. The motion was approved.

Board members discussed the benefits and functions of Owner's Representative, and reiterated the importance of having assistance with the Library Improvement Project.

Ms. Dembitz made a motion to adjourn at 9:07, seconded by Mr. Simon. The meeting was adjourned.