

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

1. Roll Call and Call to Order

The meeting was called to order at 7:01 p.m.

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

Absent: Sunday Mueller - Treasurer, and Jeff Rivlin.

Staff: Library Director Mary Pergander, Business Manager Trisha Steele, and Assistant Director/Operations Rebecca Wolf.

Guest: Jerry Aulisio, Owners Representative.

2. Opportunity to address Board

No request to address Board.

3. Consent agenda

The following items were included on the consent agenda:

- a. Regular meeting September 21, Finance Committee October 11, Special board meeting October 12
- b. Balance Sheet, Statement of Revenues and Expenditures, and Financial Variance Report

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

Vote: Five Yes votes – Ken Abosch, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, and Ron Simon. The motion was approved.

4. Treasurer's Report

- a. Approval of Checks Payable.

In Ms. Mueller's absence, President Abosch presented the outstanding list of checks to be paid which included petty cash checks 308 through 311, and General Fund checks 6214 through 6267. The total amount presented for approval was \$104,310.38.

MOTION: Ms. Dembitz made a motion to approve the check list, seconded by Mr. Simon.

Vote: 5 Yes votes – Ken Abosch, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, and Ron Simon.

- b. Resolution regarding operating fund investment management.

This item was tabled for discussion at a later meeting.

- c. Recommendation for approval of appropriations budget.

In the absence of Ms. Mueller and Mr. Rivlin, Library Director Mary Pergander reviewed the discussion held at the recent Finance Committee meeting, including the budgeting process and differences from the previous budget.

President Abosch asked about the increase in personnel costs. There was discussion about how potential future personnel changes should be calculated. President Abosch concluded the discussion stating that the Library's goal will be to underspend the budgeted personnel costs, during this transitional year in the interim space.

Other items included changes in building costs, e-material purchases, temporary space concerns, possible program needs, new equipment and projects, and the condition of the current Library vehicle. The Board expressed appreciation that the proposed budget is fully balanced.

MOTION: Ms. Courtney made a motion to accept the budget as presented, with the expectation that the Library will underspend salaries during the coming fiscal year. Ms. Dembitz seconded the motion.

Vote: 5 Yes votes - Ken Abosch, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, and Ron Simon. The motion was approved.

6. Village Liaison Report

Mr. Seiden provided an update of Village Board activities.

7. Library Director Report

- a. Director Pergander reviewed the monthly report highlights – Regarding progress toward key goals, the Board and managers are participating in design and interiors planning and decision making. All Village-level approvals were finalized in September. Seven possible sites have been narrowed down to two. Site visits took place October 10 with Board, key staff members, and representatives and consultants. We obtained a budgetary quote for the interim site and an architect inventoried our current furnishings for planning in the interim space. Jody Wilson has begun assisting groups which use our meeting spaces in finding alternatives for next year. The Village Hall and Patty Turner Center are cooperating. A multi-media, multi-faceted communication plan is being developed. The bond sale took place Sept. 24 and the Village will be managing the first \$5.9 million according to our spend-down plan. Treasurer Mueller, Trisha Steele and Mary Pergander are planning for the investing of operating funds with an investment manager. We have purchased iPads and e-readers with funds from the Friends. Staff members are training on them to provide assistance to patrons. The instant reference service will go live November 7. Many thanks to Librarian Julie Rhea! As part of One Book One Zip Code a SKYPE interview was conducted with author Jonathan Safran Foer. Also, Rabbi Melman shared his experiences of the week of 9/11/2001 with the community. The shelving staff cleared up the Labor Day holiday backlog in just six hours! Last year we received bound copies of the Deerfield Review from the Sun Times. This year we are releasing our boxes of unbound Deerfield review papers to the State of Illinois for archiving. Twenty-six year employee Nancy Kerrigan is retiring. Everyone is invited to stop by October 27 and wish her well. Librarian Lindsay Zabel has been selected to be the Technology Librarian. As staff openings occur during this transitional year we will re-evaluate if the position is needed in our smaller temporary space. This may mean that a service desk at our present location may be unstaffed for an hour or two, and patrons will be directed where to go for assistance. This is ONLY in the adult service areas. Standard and Poor is ceasing publication of many of its resources. As a result, we will have additional online resources available at a reduced cost to us. The staff-side secured wireless is now functional, allowing staff with laptops or devices to work securely in any library location. The circulation stats for September indicate the highest circulation of the past four years!
- b. Goal 2012 update and recommendation - Revised organization chart - Ms. Pergander described the process of the management to create a reorganization that reflects the future needs of the library. Five key areas have been identified: Patron Services, Support Services, Youth Services, Adult Services, and Administrative Services. Current management team members will be aligned with these areas. Additional changes will continue to evolve as new job responsibilities and needs are identified. Some new types of positions (Technology Librarian, for example) have already been identified. We will maintain our public commitment not to exceed the then-current 55 employees even in the larger remodeled space. Therefore, over the next two years staff members will receive additional training to be ready for the new types of roles that will be needed to provide services in the future. The goal is to create the positions needed and avoid layoffs by utilizing staff turnover and training opportunities as they arise.

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- c. Communication plan for temporary site and construction progress – This will be presented at the next meeting. It is currently in draft form.
- d. Banned patron update – A patron who had been banned in February entered the Library on two occasions. Ms. Pergander contacted the patron to reinforce the terms of the ban, and the police were informed as well. Staff members were alerted and given instructions in case the patron trespassed again. The ban is scheduled to be reviewed in February 2012.

8. **Library Improvement Process**, presented by Jerry Aulisio, Owner's Representative

a. Owner's Representative and Committee reports

i. Board Liaison to the Village and Commissions – This aspect of project is almost completed.

ii. Design Process Task Force – PSA Dewberry & Mortenson have put together an update with all decisions made at the last special meeting. The goal is to identify about \$300,000 in further reductions. Some line items, such as the 5% contingency, are also included in the project, so the Library's plan could be within budget if the contingency is not otherwise needed. Further savings could be realized when we go to market and get actual bids, but this not as likely to be so as earlier in the recession.

President Abosch asked whether the \$290,000 is a moving target and Mr. Aulisio responded that the goal is to start at or below budget. The budgeting process, including the use of alternates, was discussed. The benefit of this value engineering process is to focus the money where it needs to be.

iii. Construction Oversight – none at this time

iv. Relocation Task Force – An updated schedule was presented with the critical path defined. Changes included an expansion of the relocation tasks, and identification of priorities. Mr. Aulisio noted that the relocation may be as late as May, but the project's end date is only moved back one week because the construction phase has been shortened.

President Abosch asked why the relocation timeline is pushed back. Mr. Aulisio stated that the review and potential build-out process still need to take place, after a site is identified and leased.

It was decided that some relocation considerations related to real estate would be discussed later, in closed session, as allowed by law.

9. **Old Business**

a. Scheduling of second board meeting each month to conduct board business - Library Director Mary Pergander presented a proposed list of meeting dates, consisting of the first Wednesday of each month through 2012, at 6 pm. Only July 4th is a problem, and that meeting will be omitted. She explained that the purpose of the second meeting each month will be to provide focused discussion of the Library Improvement Project.

MOTION: Mr. Simon made a motion to accept the schedule of second board meeting dates as presented, (with July 4th omitted) and Ms. Courtney seconded.

The motion was approved.

10. **New Business**

None

11. **Executive Session**

MOTION: A motion to move to executive session to discuss real estate and legal matters as allowed by law was made by President Abosch and seconded by Mr. Simon.

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Vote: 5 Yes votes - Ken Abosch, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, and Ron Simon. The motion was approved.

The Board moved to closed session at 8:18 pm and returned to open session at 8:43 pm.

12. Adjournment

There being no further business, Mr. Goldberg made a motion to adjourn, seconded by Ms. Courtney. The meeting was adjourned at 8:45.

Ron Simon, Board Secretary