

**Deerfield Public Library
Regular Meeting Minutes
October 20, 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, Marla Bark Dembitz, Mary Courtney, Michael Goldberg, and Ron Simon. Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Guest: Polly Koenigsknecht, Library Communications Consultant

Visitor: Barbara Schwimmer, resident

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Ms. Schwimmer introduced herself to the Board and Mr. Abosch welcomed her to the meeting.

Item 7a. Update on information sharing regarding referendum, was moved to the top of the agenda because Ms. Koenigsknecht was available for only a short time.

Ms. Koenigsknecht reported that the communication process has gone very well thus far. Ms. Pergander, the Library Staff, and the Board started long ago sharing information with the community. Recent efforts include the articles in D-Tales, the Fall Browsing, the Special Issue of the Newsletter, the information boards in the Library, outreach to the community schools, PTOs, and other service groups, and the Board presence at the Farmer's Market. She also mentioned the excellent, fair coverage in the Deerfield Review. Mr. Abosch said he received a call from former Village Board member, Michelle Feldman, complimenting the Special Edition of the Browsing. He then asked what else the Board should be doing between now and Nov. 2. Ms. Koenigsknecht recommends speaking person to person as the most effective strategy in the final weeks.

Ms. Koenigsknecht then reported on progress of the small, but very effective, citizen's group called "Yes for Deerfield Library". The Group members created flyers and bookmarks and have been at the Deerfield High School open house, the middle schools, the elementary schools, Starbucks, Walgreen's, and the Metra station. They had 100 yard signs made and placed 70 so far. They also had 8 ½ x 11 car signs made, which can be seen at the Metra station, soccer fields, and in prominent places around town. The Group led a letter writing campaign and several letters to the editor have appeared in the Deerfield Review. The editorial board of the Deerfield Review interviewed the Group for the upcoming edition of the paper and also will run a story and photograph for the next week. The Group will be at Halloween Hoopla with helium tanks to fill "Yes for Deerfield Library" balloons for children as they present their case to parents. They also plan to have supporters in legally-allowed areas near polling places for a final rally on Election Day. The Board and Ms. Koenigsknecht discussed possible avenues to collect polling information as early as possible on Election Night. There may be a gathering to watch election returns on the night of November 2, possibly with some members of the Citizen's Group.

3. CONSENT AGENDA

- a) Minutes – September 15 Regular meeting, September 11 and 13 Finance Committee meetings
 - b) Balance sheet/Revenues and Expenses/Financial Variance Report except the Check List
 - c) Disaster Manual Review
 - d) Recommendation to expand insurance to include additional computer and Internet coverage
- Item d) was removed from the consent agenda for further discussion.

Ms. Dembitz moved to accept the consent agenda as revised. Ms. Courtney seconded. The motion passed.

Discussion:

Item d) Recommendation to expand insurance to include additional computer and Internet coverage

Ms. Pergander presented a proposal for additional insurance for computer and Internet liability. This coverage has been recommended for several years and protects the Library against misuse of information stored by the Library or accessed via the Library's Internet service. The cost would be about \$6,000 per year. An additional information policy is recommended as well. Management recommends purchasing this insurance now because Internet activity and risks are increasing. Mr. Goldberg asked if the insurance could encourage law suits against the Library because more money would be available for settlements. Ms. Pergander said that the Library is already financially linked to the Village, so this is unlikely.

Mr. Simon made a motion to accept management's recommendation to acquire computer and Internet insurance at an annual cost not to exceed \$6,000. Ms. Dembitz seconded. The motion passed by the following vote: Ken Abosch - yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Michael Goldberg – yes, Ron Simon – yes.

4. TREASURER'S REPORT

a) Ms. Pergander presented the treasurer's report in Ms. Mueller's absence. There is a twenty-five number gap in the check sequence due to the check stock being out of order when the checks were printed.

The current check list includes electronic debits and General Fund checks 5277-5404 and 5430-5451 in the total amount of \$117,041.43.

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

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander presented highlights from her written report: There has been a change of leadership for the RID project. Ms. Wolf has formed a management team to evaluate RFP's, participate in site visits, and made a November recommendation to the Library board. Board member Jeff Rivlin is the board representative to the team. When the RFID system is implemented we will also stop using the current security cases on materials to expedite self-checkouts. The staff Technology team is planning staff-based software training to improve staff member skills and confidence as users. The staff-developed new Facebook implementation proposal has been approved by the management team and will soon be launched. The Business Manager Ms. Dolin wrote the draft of the MD&A report for the audit – her first time to do so. The Disaster Manual has been completely revised and staff will be trained on October 15, pending approval of the new manual by the Library board. A white board and screen have been purchased to improve functionality of the conference room for all users. Emily Compton-Dzak, Head of Reference, and her peers did an outstanding job handling an unexpected power shortage which lasted an hour and a half on Sept. 2. Caruso Middle School students visited the Library for three days in September. DPL passed the recent fire inspection with no deficiencies (accounting for our grand-fathered status on some fire codes). September circulation was up 6.8% over the prior year. Of the 218 new cards issued in September, about 87% signed up also for email notification. There were over 16,000 visits to our website last month. A long list of continuing education programs attending by our staff members is included in the written report. Karen Keefe and her husband welcomed new daughter Lillian to the family. Susan Bloom is working with the staff group "Warm Fuzzies" to survey staff members about preferences for employee recognition. The Library sponsored CNN Staffer John DeDakis at Deerfield High School speaking on the topic of Ethics in Journalism. Our generous Friends recently pledged to donate: \$2,000 toward patron self-check station, \$2,000 for a core collection of Blu-ray movies, and up to \$2,800 toward an additional Literacy Station for Youth Services. We were delighted by these amazing pledges and look forward to working with the Friends to bring them to fruition.

6. VILLAGE LIAISON REPORT

Ms. Pergander delivered Mr. Seiden's written report in his absence. Several businesses are moving into or relocating in the area. Construction is set to begin soon on the parking lot in northwest corner of Deerfield and Waukegan Roads.

7. STRATEGIC PLAN DISCUSSION

a) Update on information sharing regarding referendum – Ms. Koenigsknecht's report was moved up on the agenda.

Mr. Abosch invited further discussion related to Strategic Planning. Ms. Courtney expressed pride in the Board's efforts to this point. Mr. Simon reported on the Farmer's Market. He and Mr. Rivlin were there October 16. This market had a lot more traffic than previous visits and the people who stopped were supportive overall. Mr. Abosch spoke to the Head of Editorials at the Deerfield Review, who commended the Library Board and citizen's group for their handling of the referendum. The paper ran and will continue to run some of the many well written, authentic letters in support of the project and plans to take a position as well. Mr. Abosch said regardless of the outcome, the Board should take satisfaction in knowing they did everything they could to share the Library's needs, listen to the community, and address the needs in a fiscally responsible way.

8. OLD BUSINESS

None

9. NEW BUSINESS

a) Discussion of Board-Staff Holiday event

The annual Board-Staff Holiday event will be the evening of December 10. The Board offered to assist with serving for the event.

10. EXECUTIVE SESSION

Mr. Simon made a motion at 8:18 p.m. to move into executive session for the six-month review of the closed meeting minutes. Mr. Goldberg seconded. The motion passed. Mr. Goldberg made a motion at 8:23 p.m. to close executive session and re-open regular session. Ms. Dembitz seconded. The motion passed.

The executive session meeting minutes will remain closed at this time.

11. ADJOURNMENT

The meeting adjourned at 8.26 p.m.

Ron Simon, Board Secretary