

**Deerfield Public Library
Regular Meeting Minutes
November 17, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was held on Tuesday to accommodate scheduling conflicts with board members and was moved to the Deerfield Village Hall due to unavailability of space at the Library. The meeting was called to order at 7:08. Present Board members: President Pro Tem Ron Simon, Jeff Rivlin, Marla Bark Dembitz, Mary Courtney, Sunday Mueller. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

Guests: Steve Larson and John Miller from Ehlers and Associates.

Ms. Courtney suggested that the agenda be altered to allow the Strategic Plan discussion and presentation by the Ehlers representatives to take place at the beginning of the meeting. The board agreed. Steve Larson and John Miller of Ehlers presented a potential process to engage stakeholders, assess financial implications, and explore alternatives for a building project. The process includes steps to be taken and a timeline of target dates to complete the steps.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

Ms. Mueller made a motion to approve the consent agenda, which included the regular meeting minutes from October 21, the six month review of closed minutes (which will remain closed), financial reports, and management's recommendation regarding the circulation of magazines. Seconded by Ms. Dembitz. The motion was approved.

4. TREASURER'S REPORT

Current Check List

Ms. Dembitz made the motion, seconded by Ms. Courtney, to approve the Check List, including electronic debits, Petty Cash checks 213-227 and General Fund checks 4510-4568 in the total amount of \$87,322.16. The checks were approved with the following vote: Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Sunday Mueller - yes.

5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander highlighted the following from her monthly report to the board:
Outreach efforts are focused on these three underserved populations: Teens, Homeschooling families, Seniors. Two centers serving special needs residents are identified as opportunities to expand our services.
Total Circs were up 17.8% versus October 2008. Circs for September 2009 were 37,627 compared to 31,922 in October 2008.
For the half-day All Staff Meeting, George Simons arranged for fire safety training, and ALL 36 employees who attended practiced using a fire extinguisher as part of the training.
MyMediaMall replaces NetLibrary November 1.
A total of 10 staff members and managers changed their workstations in the very successful conversion of the former storage space to six workstations, and the conversion of the Youth Services staff office to workspace for two managers. The demolition work, staging, and move-ins went very smoothly. Furnishings were purchased from a used office furnishings center to control costs.

Several months ago the board voted to change the loan period related to TV series DVDs. This was in response to a patron concern. Postponed until after automation go-live, this change will now take place in November.

October 6 Head of Reference Emily Compton met with a Deerfield resident with an interest in the Deerfield housing case and who wanted assistance putting on a 50th anniversary program. She was able to steer the resident toward community members with similar goals. Since then, the community members have organized and scheduled a program at Caruso Middle School on December 3, 2009. While not a library-sponsored program, they have accessed library original documents and the Library is mentioning the program in the newsletter.

Multimedia staff conducted a survey of movie night attendees. Results indicate that attendees prefer new releases and classic movies; and that they are most likely to attend library movies because of seeing signage throughout the library or reading the Browsing newsletter.

There is an extensive list of library outreach programs at schools and other community centers in the written report.

a) Recommendation to join LINKin, Innovative's suburban-area shared library catalog.

When the Library decided to use Innovative Millennium for automation, the consortium question was a very important consideration. At that time CCS, a popular shared automation consortium, was not chosen due to cost, excessive staff time commitments, and the potential that the library would lend far more materials than it borrowed for patrons. LINKin offers an attractive alternative. Because it accesses materials differently, LINKin offers the ability to seamlessly search for, reserve, and check out materials from award winning libraries in the area including Skokie, Arlington Heights, Gail Borden, and Cook Memorial, without sharing cataloging rules or requiring extraction of records if the Library decides to leave the group. Innovative does not discount prices, however a rebate is available if the group of libraries considering the service agree to purchase it by mid-December. Ms. Courtney moved to join LINKin, Ms. Mueller seconded, and the motion passed with the following vote: Ron Simon – yes, Jeff Rivlin – yes, Mary Courtney – yes, Marla Dembitz – yes, Sunday Mueller - yes.

b) Summary of the payphone usage

The payphone continues to average almost daily use and appears to be of value to the community. The Library will continue to offer this service.

c) Request to Opt-out of frivolous class action suits

The Library has received several notices that it is part of class actions suits against local businesses filed by the same law firm. Ms. Pergander requested permission to opt-out of class action suits of this kind. The board agreed.

6. VILLAGE LIAISON REPORT

None.

7. STRATEGIC PLAN DISCUSSION

a) Next steps toward project

The board discussed the process proposed by Ehlers and Associates. Ms. Mueller moved to adopt the process as outlined while allowing for adjustments that may be necessary along the way. Ms. Dembitz seconded, and the motion passed.

b) Extending Ehlers agreement to include public engagement

The public engagement piece of the project requires time and expertise beyond that available among the board and staff. Ehlers is known to excel with public engagement and brings years of experience guiding libraries and other public entities through this process. Their credentials and recommendations from other libraries demonstrate a great track record. Ms. Courtney moved to extend the agreement with Ehlers to include public engagement. Ms. Mueller seconded, and the motion passed.

c) While discussing next steps, the topic of architect selection arose. Ms. Pergander and board member have been approached by several architectural firms about the possibility of discussing

qualifications for phase two of the project. A decision should be made about whether the Library will continue with PSA Dewberry or begin a new search for a different firm. This decision should be made with the full board present. The board asked for more recent or current cost performance evaluations and validation of the price quotes for the project. Ms. Pergander will gather this information. A special strategic planning meeting will be called sometime before the next regular board meeting.

8. OLD BUSINESS

a) Honoring the memory of former Trustee David Wolff at January concert.

Mr. Abosch will give opening remarks at the January 24 concert honoring Mr. Wolff. Ms. Pergander will order a plaque for not more than \$400 to be mounted near the music scores honoring both Mr. Wolff's love of music and devotion to the library. If possible, the plaque will be presented at the concert.

9. NEW BUSINESS

a) Robbins Public Library Concerns

Ms. Mueller asked that the board and staff continue to watch for opportunities to assist this financially struggling library.

b) Proposed change of future board meeting starting time of 6:30.

Tabled until full board can be present.

c) FY 2011 requirements for Per Capita Grant

The requirements have been met for the 2011 Per Capita Grant application were presented as an information item for the board.

Ms. Dembitz made a motion to adjourn at 9:15. Mr. Rivlin seconded. The meeting was adjourned.

Ron Simon, Board Secretary