

**Deerfield Public Library
Regular Meeting Minutes
November 17, 2010**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:05 p.m. Present Board members: President pro-tem Ron Simon, Sunday Mueller, Mary Courtney, Michael Goldberg, and Jeff Rivlin. Staff: Library Director Mary Pergander; Head of Automation Rebecca Wolf; and Business Manager Carol Dolin. Guest: Polly Koenigsknecht, Library Communications Consultant.

Visitors included a member of the press and representatives from a general contracting firm

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

The Board welcomed guests and moved the presentations by Ms. Koenigsknecht and Ms. Wolf to the beginning of the agenda.

Item 7a. Consultant's report on the referendum communication plan and outcome

Ms. Koenigsknecht congratulated the Board, administration, staff, and citizen group for passing the referendum by a solid margin. She said careful planning, attention to detail, and thorough transparency served the Library well. She recommended creating an outline of steps with an anticipated timeline to keep the community abreast of progress and continue to build good will. She expressed her good wishes and looks forward to following the Library's progress going forward.

Item 9a. Presentation and recommendation – RFID vendor evaluation and recommendation

Head of Automation Rebecca Wolf outlined the information gathering, decision criteria, and reasons for recommending 3M as the preferred vendor for the RFID project.

- recommended highly by all library references
- impressed committee members with the system's quiet operation and ease of use on a visit to a local library
- reputation for being reliable
- financially viable
- lowest bidder at a total vendor cost of \$203,721

The Board asked several questions about how the system works and contributes to the efficient running of Library operations both in the short and long term, which Ms. Wolf addressed.

- Self-check stations will be installed in Youth Services and in the Circulation area.
- The system will include a 7-bin sorter, which will be installed in the existing Library's Circulation work room for a cost of up to \$20,000.
- The system facilitates inventory tracking and will be integrated with the Millennium ILS for a cost of up to \$25,000. This will facilitate access to materials throughout the moving process.
- A contracting service will tag materials at a cost of \$54,980 to allow for less disruption to Library services as the system is put in place.

Mr. Rivlin made a motion to accept management's recommendation to contract with 3M for the RFID project as described above. Ms. Courtney seconded. The motion passed by the following vote: Ron Simon – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin – yes.

Item 9b. Presentation – Technology plan update

Ms. Wolf presented the automation budget and Technology Plan to the Board to fulfill the Board request for more detailed information. Ms. Wolf outlined improvements implemented over the past year which satisfy nearly 90% of the 2010-2012 Technology Plan:

- Upgraded automation system to make collections more visible and usable
- New virtual consortium to make collections at partner libraries more visible and usable
- Improved website with accompanying dramatic increase in visitors to the site
- Additional computers and other equipment with up-to-date software in adult, children's, and staff areas
- Staff training on the use of technology to promote a higher level of patron service
- New PC Reservations system to ease patron use of the new computers
- More computer classes for adults and children
- Upgraded printers and copiers and automated print-for-pay with dramatic increase in use
- Upgraded server equipment and storage to provide a more stable and reliable running environment
- Improved redundancy and data back-up systems
- More staff involvement in decisions about technology
- Upcoming RFID project
- Replacement schedule for all equipment and servers

The Board commended Ms. Wolf for the outstanding progress with technology and thanked her for the detailed report. They commented further that the change in the Library over three years is quite remarkable.

3. CONSENT AGENDA

- a) Minutes – Regular meeting October 20, closed session minutes October 20
- b) Balance sheet/Revenues and Expenses/Financial Variance Report except the Check List

Ms. Courtney made a motion to accept the consent agenda as proposed. Mr. Rivlin seconded. The motion passed.

4. TREASURER'S REPORT

- a) Ms. Mueller presented the checklist, which had not been included in the Board Packet. The Board questioned the payment to Cowhey Gudmundson, which was for the boundary and topographic survey to ensure the proposed building project will fit on the Library's site. The current check list includes electronic debits, Petty Cash checks 271 and 273, General Fund checks 5452-5482 and 5484-5531 and voided checks 273 and 5483 in the total amount of \$79,820.05. Ms. Mueller moved to approve the check list as presented, seconded by Mr. Rivlin. The motion passed by the following vote: Ron Simon – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Jeff Rivlin, yes.
- b) Final audit report
Ms. Pergander reported that the annual audit has been completed with no recommendations.

5. LIBRARY DIRECTOR'S REPORT

The passage of the referendum in November was the outstanding news item of the month. Ms. Pergander expressed appreciate for the efforts of Community Outreach Coordinator Jody Wilson in assuring excellent communication with the public through the day of the vote, including placing information "tents" on tables and other surfaces throughout the Library. Ms. Polly Koenigsknecht's efforts to coordinate efforts on many fronts also supported the success, including the special edition of the newsletter which went to all local homes. The Deerfield Review ran an editorial of support and printed resident letters of support. Final information presentations were made by Board members to local community groups. As a final touch, a large Thank You banner was unfurled across the Library lobby by George Simons and a Village staff member. In a separate action, the Library launched its

Facebook page. There was a 60% increase in database usage in one month – September to October, especially Gale Reference Gold. One factor in the increase was improved placement of the database link on our website. Library department managers continue to work with staff to implement changes based on the staff survey results. Reference has done an especially focused improvement in the past month. The Library purchased a small bronze sculpture depicting the classic “Shush” pose by artist Miguel Guia. The piece is entitled Silence and Serenity. The Library audit has been completed without any recommendations by the auditors. We have engaged The Management Association to present a three hour training session to all managers on FMLA, ADA, and workers compensation. The main gas line to the building was replaced and repaired on October 2. The October staff training day focused on the new Disaster Manual and ended in a fire drill with all staff leaving the building through a variety of exits. Circulation statistics were flat for the month compared to one year ago. The Library sponsored CNN senior editor for Wolf Blitzer’s Show John Dedakis. Mr. Dedakis presented to high school students on the topic of journalism and ethics. About 200 students attended. Having received the Target grant to create story times for children with special needs, Youth Librarian Renee met with a representative of the North Suburban Special Education District to learn more about how to best provide this service.

Ms. Pergander explained that there is a brief new projects “moratorium”, to give staff members to close out and clean up as many incomplete projects as possible, prior to beginning the intense period to come with the Library redesign and move, as well as the implementation of the new RFID system. Staff members are also being encouraged to take any vacation time which is over the annual roll-over limit. Representatives of the Board are invited to attend the Chamber Annual Dinner on December 8.

6. VILLAGE LIAISON REPORT

Ms. Pergander reported that Mr. Seiden could not be present at the meeting but expressed his congratulations for the success with the referendum.

7. STRATEGIC PLAN DISCUSSION

a) Consultant’s report on the referendum communication plan and outcome

Ms. Koenigsknecht’s report was presented earlier in the meeting.

b) Next steps toward the Library Improvement Plan

i) Financial

Ms. Mueller, Ms. Pergander, and Ms. Dolin met with Village Manager Kent Street, Finance Director Bob Fialkowski, Assistant Finance Director Eric Burk, and Steve Larson and John Miller from Ehlers to discuss the timing for issuing bonds. The market is unsettled at this time with too few bidders for the number of bond issues coming to the market before year end. Pricing is moving in the wrong direction and both Ehlers and representatives from the Village recommend that the Library not issue bonds before the end of 2010. The future of Build America Bonds (BAB) is uncertain at this time, but the Qualified Energy Conservation Savings (QECS) program remains very attractive. When it is time to issue the bonds, Mr. Fialkowski will lead the process on behalf of the Library. The Board wants to learn more about financing options available to the Library. A Finance Committee meeting will be scheduled with Mr. Larson and Mr. Miller to provide an informational meeting about the bonds process and options. All Board members will be invited to attend.

ii) Architectural

PSA Dewberry will provide a timeline to include steps in the process and an anticipated timeframe for these steps. Meetings with the Library Board and staff will begin shortly after the first of the year to start working on the next set of drawings. Mr. Rivlin suggested that Board members visit other libraries in the area, particularly those with recently completed construction projects. The Board agreed. Some possible libraries to visit were named.

iii) Other aspects

The Village now has three commissions that will review the Library project. The timeline for planning and commissions is uncertain at this time. Groundbreaking is not anticipated for at

minimum ten months, but likely longer. The Library will move operations offsite during construction, but no site has been discussed. Communications about the project will continue in the newsletter, on the website, on Facebook, and via staff updates.

8. OLD BUSINESS

None

9. NEW BUSINESS

a) Presentation and Recommendation – RFID vendor evaluation and recommendation for purchase of RFID system

Ms. Wolf's presentation was presented earlier in the meeting.

b) Presentation – Technology Plan update

Ms. Wolf's presentation was presented earlier in the meeting.

10. EXECUTIVE SESSION

Mr. Goldberg made a motion at 8:20 p.m. to move into executive session to discuss a personnel related issue. Ms. Mueller seconded. The motion passed. Closed session ended at 8:50 p.m.

The Board announced that it had reviewed the personnel case and expressed confidence in management's ability to handle the issue.

11. ADJOURNMENT

Ms. Mueller made a motion to adjourn at 8.55 p.m. Mr. Goldberg seconded. The meeting adjourned.

Ron Simon, Board Secretary