

Deerfield Public Library Board of Trustees
Regular meeting minutes
November 20, 2008

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:05. Present: Board members: Ken Abosch, Ron Simon, Jeff Rivlin, Marla Bark Dembitz, Sunday Mueller, Mary Courtney. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin. Mr. Abosch acknowledged the change of date for the meeting and expressed appreciation for the change.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No guests addressed the board.

3. CONSENT AGENDA

Mr. Simon made a motion to accept the consent agenda, which included the regular meeting minutes and financial reports, seconded by Ms. Courtney. The motion was approved.

4. TREASURER'S REPORT

Questions about specific checks were answered. Ms. Pergander also explained the purpose for the additional checks to be signed tonight. They will be included in the approvals in the following month, due to the timing of the check run. Mr. Rivlin shared the recommendation of the Finance Committee to invest up to \$350,000 in Certificates of Deposit for periods of up to one year, with staggered maturity dates. Mr. Rivlin made the motion, seconded by Ms. Dembitz. The motion was approved by the following vote: Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin - yes.

Mr. Rivlin made a motion, seconded by Mr. Simon, to approve the following: Automatic debit to E-pay clearing account, Checks 121 through 130, Check 1007, and Checks 3631 to 3710 (except 3662*) in the total amount of \$92006.66. The checks were approved with the following vote:

Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin - yes.

*NOTE (Due to a printer issue this check is out of sequence and appears next month.)

Higher IMRF rates are expected for the coming year, to offset market losses for the pension fund. The impact could be an increase of up to 20%, increasing our current rates by about \$1500 additional cost per month. IMRF will make the decision by December 31, 2008.

5. LIBRARY DIRECTOR REPORT

Ms. Pergander reported the following: There has been a tremendous increase in our community activities. Examples appeared in a separate report. Library technology infrastructure is failing faster than anticipated, including the phone system, copiers and printers throughout the building. As a result, we need to replace more of these in the current year than we originally planned. At present it seems this can be done within the current budget. There will soon be a major shifting of books and other materials, primarily on the first floor. This will consolidate gaps and make room for the new Teen collection. In the near future we will be announcing significant changes in the staffing of the Tech Services department. We are seeing increases in reciprocal borrowers from Vernon Hills and Highland Park.

6. VILLAGE LIAISON REPORT

Village Trustee Seiden shared news from the Village.

7. STRATEGIC PLAN DISCUSSION

No report.

8. OLD BUSINESS

- A. Architect contract – Ms. Pergander presented a comparison of the fees for the proposed architect and those charged for similar projects for other libraries. The comparison shows that the fees appear to be competitively priced. The timing of the proposed project and the current economy was discussed. It was noted that this phase of the project is to identify community needs and interests and a feasibility study, not a construction project. Ms. Courtney noted that it is time to move forward with the planning. Board members were reminded that Library Board President Abosch will be the spokesperson for the board. Mr. Rivlin recommended reinstating Librarian

in the Lobby for board members to have an opportunity to be available to the public. To avoid the holidays, the focus group sessions with the architects should not begin until January. We will provide the Deerfield Review with a project update. Ms. Courtney made a motion to accept the architect agreement for Phase One – feasibility study and focus groups. Seconded by Ms. Dembitz. The motion was approved by the following vote:

Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin - yes.

- B. Automation system contract – Ms. Pergander reviewed the costs and features of the proposed automation system Innovative’s Millennium. Approximately 60 to 80% will be in the current fiscal year, as budgeted. The maximum cost including all options would be \$255,750, expensed across two fiscal years. There are also related expenses budgeted. The agreement has been reviewed by legal council and two automation consultants. Ms. Pergander recommended approval of the agreement. Ms. Courtney noted that the automation team has worked long and hard to evaluate and select a new system. She recommended the board trust the recommendation and allow the library to proceed. Ms. Mueller made a motion to approve the recommendation as presented. Mr. Simon seconded the motion. The motion was approved by the following vote:

Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin - yes.

9. NEW BUSINESS

- A. Demonstration of electronic reading device by Hicks Grant recipient – Carol Dolin, recent Hicks Grant recipient, demonstrated the uses of the Sony Reader she purchased with the grant for use in her library science classes. She thanked the board for making this possible.
- B. Options for reaching more non-resident library users – Mr. Abosch described a discussion with Attorney Lenzini regarding options for - and implications of - providing services for nearby non-residents.
- C. New phone system proposal – Elert and Associates has provided a recommendation about and cost estimates for the proposed new telephone system. The estimate is higher than the amount available in the budget for this project. We will not know the actual cost until the RFP responses are received.
- D. New copier/printer options – Quotes and options for copier and printer leases were presented by Ms. Pergander. Ms. Courtney made a motion to accept the quote for a 48 month lease with Image Systems and Business Solutions (ISBS). If a problem arises in finalizing the lease, an alternate vendor was also identified. Seconded by Ms. Dembitz. The motion was approved by the following vote:
Ron Simon – yes, Ken Abosch – yes, Marla Bark Dembitz – yes, Mary Courtney – yes, Sunday Mueller – yes, Jeff Rivlin - yes. The board expressed thanks to Carol Dolin for her work in this process.
- E. Hicks Grants funding options – Ms. Mueller shared her analysis of the donations to and interest earned on the Hicks Grants account. The staff applications for the funds are greater than the funds available. This is due to lower interest rates as well as fewer donations to the fund. In the future, several scenarios are possible: Provide larger grants for fewer people or provide more people with less money. Spending down the corpus was also discussed. A letter has been sent to Jack Hicks to make him aware of the staff members who have been awarded recent grants, and to inform him of these issues. A request for donations could appear in the newsletter and on the website. The merits of a fundraising campaign for the fund were evaluated in light of other demands for funds and fundraising needs in the library. No campaign will be run at this time.
- F. Recommendation to allow lidded beverages throughout the library – See below.
- G. Recommendation to allow cell phones in library – The recommendations for lidded beverages and cell phones were discussed simultaneously. Changes to the cell phone use policy are tabled, due to concerns about disruptions. Mr. Simon recommended that the remodeling plans include a few quiet areas where phones (and other disruptions) will not be allowed. Mr. Simon made a recommendation to allow lidded beverages throughout the library. Seconded by Mr. Abosch. The motion was approved. The staff will receive information about this change, which will be effective as soon as staff members are informed, but there will be no general announcement to the public until the next newsletter to allow time to correct any implementation issues.

- H. Goal E – Capital replacement schedule draft – George Simon, Facility Manager, has developed a draft of the required capital replacement schedule. The board expressed appreciation for seeing these items in this format. They requested total costs be identified, as well as a new column to show projected replacement dates. Ms. Pergander will bring a revision to the next meeting.
- I. CORRECTION Closure on April 12, Easter Sunday – In the previously approved calendar of closures for 2009, April 12 was inadvertently omitted. The library typically has been closed on this day annually. Ms. Mueller moved to be closed on April 12, 2009. Seconded by Ms. Dembitz. The motion was approved.
- J. Wireless users service agreement – The new wireless service is operational, and we need to update our user service agreement, which appears to patrons prior to their access to the Internet via the wireless connection. CVI has provided a prototype agreement. Ms. Dembitz expressed concern about the meaning of an item which references copyright. Ms. Dembitz made a motion to provide conditional acceptance of the agreement, requiring satisfactory clarification of that section. Seconded by Ms. Courtney. The motion was approved. Ms. Pergander will obtain the clarification and discuss it with Ms. Dembitz prior to the use of the agreement.

Ms. Courtney made a motion, seconded by Ms. Dembitz, to adjourn the meeting at 10:15 pm. The motion was approved.

Ron Simon, Board Secretary