

**Deerfield Public Library  
Regular Meeting Minutes  
December 15, 2010**

**1. ROLL CALL AND CALL TO ORDER**

The meeting was called to order at 7:07 p.m. Quorum was reached at 7:12 p.m. with the arrival of Board member Michael Goldberg.

Present Board members: President Ken Abosch, Mary Courtney, Michael Goldberg (7:12), Sunday Mueller, and Ron Simon (8:10). Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

Guests: Representatives from PSA Dewberry: Doug Pfeiffer, Kevin Palmby, Jenni Betancourt, and Jake Davis.

Visitors: Deerfield Patch reporter Ed Collin, Sloan Watson from Bulley and Andrews LLC, Daniel Eallonardo and Norman Eallonardo from Independent Construction Services.

**2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

Mr. Abosch welcomed guests and offered the opportunity to address the Board. Ms. Watson discussed project coordination services provided by a construction manager. She said using a construction manager reduces surprises during complex projects that include renovating an existing building or moving offsite. Bulley and Andrews served as the construction manager on the Glenview Public Library project. Norman Eallonardo requested the opportunity to prepare and formally present his firm's services after gathering more information about the project.

Mr. Abosch requested that the PSA Dewberry presentation be moved up on the agenda due to lack of a quorum to vote on the consent agenda. The Board agreed.

Item 7.a) Presentation by architect of possible timetable for proceeding with the project and projected cash flow needs.

Mr. Pfeiffer introduced his colleagues and briefly outlined their roles in the project. Mr. Palmby comes with 15 years of experience as a construction administrator, Jenny Betancourt is project development and will provide internal coordination, and Jake Davis lives locally and is new to PSA serving as assistant project developer. Mr. Palmby then presented a power point presentation of the four options for project delivery methods with pros and cons of each and characteristics of projects that typically use each method. He acknowledging that there are other possibilities, but noted that the four presented are most commonly used for projects of similar size and scope. Contracts may be solicited by Request for Qualifications with separate cost envelopes to shorten the time to select.

- Traditional Design-Bid-Build – Owner coordinates process and holds all contracts. Linear process - the design is complete before bids go out; bids complete before construction begins. Cons: no team integration; may have to wait for materials and contractors to be available to proceed with next step. Also requires a lot of administration by owner. Commonly used for simple, non-complex, single phase projects
- Construction Manager (CM) at Risk – CM provides pre-construction services and coordinates with architect during design phase to integrate site limitations into design, offers early guaranteed price (GMP) and absorbs the risk if the project cost comes in higher. If project comes in under bid, difference is refunded to the Library. Pros: Allows for value engineering, facilitates fast tracking of project by phasing bidding, reduced owner administration needs. Often used on complex projects with time and budgetary constraints.
- Construction Manager Advisor / Agency – similar to CM at risk, but the project price is estimated rather than guaranteed. Owner holds prime contracts. CM supervises the project

and coordinates contractors but has limited control. Projects normally have no critical time constraints, no complex phasing, and no budget limitations

- Multi-prime – no general contractor (GC), no pre-construction services for coordination or value engineering. Owner is responsible for all prime contracts. Allows for fast tracking, but architect must do early bid work. Owner has extensive administrative responsibilities. Projects are usually simple, non-complex, single phase and owner has administrative staff to manage the prime contracts
- Owner's representative may be added to any of the four options

Mr. Abosch asked when the decision has to be made and if Mr. Pfeiffer has a recommendation for the best choice for the Library. Mr. Pfeiffer responded that the current timeline has construction beginning late 2011 or early 2012, which is not optimal for excavating for footings. Although he preferred not to endorse one project delivery method, choosing one that works well to fast track makes sense. CM at Risk would allow for coordination during the design process and potentially shorten the time to ground breaking. Mr. Pfeiffer recommends that if the Board chooses this route, they choose a CM by February. An audience member questioned whether Guaranteed Maximum Price method was legal in Illinois. Ms. Pergander will follow up with legal counsel.

Mr. Pfeiffer has scheduled a pre-filing meeting with the Village commissions to gather information about their processes and concerns, which he understands to be focused mainly on exterior/site issues with shared infrastructure and parking. His goals are to address exterior/site issues immediately and proceed with interior planning after that, with the first submittal in early February and the first plan commission at the end of February. Mr. Pfeiffer included three Village commissions in his plans, but there is an additional commission that must review the drawings. This commission will be incorporated into the timeline. Board representation will be necessary for the commission meetings. A schedule of meetings will be provided so Board members may choose the meetings they can attend. Plans will be made for meetings that occur after the spring election when three Board member terms are known.

### 3. CONSENT AGENDA

- a) Minutes – Regular meeting November 17 and Finance Committee meeting December 9  
Closed meeting minutes from October 20 to November 17 were removed from the consent agenda for approval at another time.
- b) Balance sheet/Revenues and Expenses/Financial Variance Report except the checklist  
Mr. Simon made a motion to accept the consent agenda as proposed. Ms. Courtney seconded. The motion passed.

### 4. TREASURER'S REPORT

- a) Ms. Mueller presented the checklist, and asked for questions. No questions were asked  
The current checklist includes electronic debits and General Fund checks 5532-5538 and 5544-5596 in the total amount of \$70,334.70. Check numbers 5539-5543 were spoiled and voided.  
Ms. Mueller moved to approve the check list as presented, seconded by Mr. Goldberg. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Ron Simon - yes.
- b) Summary of the Finance Committee meeting minutes  
Ms. Mueller briefly outlined the presentation by Ehlers Steve Larson and John Miller from the December 9 Finance Committee Meeting. The meeting was recorded, and the tape is available to those who missed the meeting. Ms. Mueller recommends that the Board pay attention to the Federal Reserve Board and treasury rates over the next couple of months. She reiterated the volatility in the bond market in December and the potential for the "January effect," which could cause rates to be more attractive shortly after the first of the year. Village Finance Director Bob Fialkowski previously said it would take about three weeks to prepare to go out for bid on

bonds for the project. He and Village Manager Kent Street have been very supportive of the Library project; they also need to issue debt for other projects. They must fit the Library's project into the larger Village funding scenario. Mr. Goldberg asked if there is any question that the Library will be able to raise the funds. Ms. Mueller said it is not a question of *if*, but rather *when* and *what type of bonds* to issue to minimize the cost of getting the funds and maximize the amount available for the project. Another meeting with Mr. Larson and Mr. Miller is planned in January.

c) Bank Financial account changes

Bank Financial sent a letter stating that the Library's Spectrum money market account would convert to a public funds account effective January 1, 2011 to ensure that balances above \$250,000 would be collateralized. This will cause a slight decrease in interest income on the Reserve funds currently kept in the account. Even with the change, the Bank Financial money market rate continues to be higher than the Illinois Funds Reserve account.

d) Hicks Scholarship

Four employees applied for Hicks Scholarships for a total of approximately \$1600. All are in good standing and plan to attend classes to support their Library work. Two applicants are pursuing Master Degrees in Library Science, one is pursuing a Library Technical Assistant certificate, and one would like to take music classes to enhance story time offerings for small children. Current funding available in the Hicks Scholarship accounts is just under \$15,000. Ms. Mueller recommended that all applications be approved. Ms. Courtney moved to accept Ms. Mueller's recommendation. Mr. Simon seconded. The motion passed by the following vote: Ken Abosch – yes, Mary Courtney – yes, Michael Goldberg – yes, Sunday Mueller – yes, Ron Simon - yes.

Winter 2010 Hicks Scholarship recipients are:

- Kay Palacek \$318
- Amy Robillard \$280
- Rebecca Wolf \$500
- Lindsay Zabel \$500

## 5. LIBRARY DIRECTOR'S REPORT

Ms. Pergander presented the following highlights from her report: Library staff continues to celebrate the passage of the referendum one month ago. Ms. Pergander presented a proposed layout for reconfiguring the check-out area, providing an information kiosk, and positioning the RFID sorter and return window. Board members expressed agreement with the proposed layout. The staff Technology Group is developing Outlook training for staff, to be presented in January. Ms. Pergander expressed heartfelt thanks to Melissa Stoeger who provided coverage for reader's Services while Ms. Kleckner was on leave. The Library is one of ten national-level finalists in a contest about the audiobook format called Playaways. School District 109 will hold kindergarten registration at the Library in February. The staff Communication Discussion Group has created plans for a staff newsletter, comment box, and other communication ideas and improvements. The Business Manager and Circulation Manager worked together to evaluate, purchase and install a new cash register to reduce staff entry errors. There has been a dramatic increase in the consumption of the free coffee and supplies in the reader's Services area. Management recommends a coffee and hot beverage vending machine be installed in the Library entry-way. This is presented to the board later in the meeting. We received a donation of \$500 from Seal-Pac to honor the father of an employee. Circulation for the month was up 3.9%. In addition, 83% of all new cardholders are registering for e-notification. As job openings occur, we are evaluating whether the position is still needed, and also encouraging filling from within to help align staffing with needs, especially with RFID beginning soon. The fence on the north parking lot border was repaired. The Library passed the state elevator inspection. Members of several departments worked together to coordinate a delivery of many years of bound Deerfield Reviews to the Library from the Sun-Times offices. We also alerted the Deerfield Area Historical Society. We participated

in Toys for Tots, a food drive and a coat drive this year, and we thank our generous patrons for their support of the community. After creating our Teen area over the past two years, teen Library Colleen Seisser is leaving for a similar but larger position in a larger library. We appreciate her successful launching of the teen department. All managers participated in a half-day training session for FMLA. The WarmFuzzies staff recognition group completed their recommendations and these were adopted by the managers. As a result, the Board will see several staff members recognized for years of service at the holiday event, which is the result of the WarmFuzzies recommendation. Additional bonding insurance has been purchased for board members as approved at the last board meeting. Thanks to Jody Wilson, for producing the newsletter during Karen Kleckner's absence. A recent Friends pledge will provide for a new Blu-ray collection to be developed. Librarian Julie Rhea is meeting with the Chamber to discuss ways we can better support the business community patrons. The local ESL group toured the library.

#### 6. VILLAGE LIAISON REPORT

In the files, Ms. Pergander discovered a Certificate of Appreciation created for Mr. Seiden when he served as a Library Trustee in the past. This was presented to Mr. Seiden at the meeting. Mr. Seiden expressed his pleasure at receiving the certificate. He commended Library Facility Assistant Tony Keaton for his cheerful demeanor and willing attitude. He also thanked the Library and Head of Youth Services, Meg Anthony, on behalf of the Optimists for the gift of the used cash register, which is being used on the Christmas tree lot. Mr. Seiden announced he will be one of the Deerfield Village caucus candidates for the spring election.

#### 7. STRATEGIC PLAN DISCUSSION

a) Presentation by architect of possible timetable for proceeding with the project and projected cash flow needs.

Mr. Pfeiffer presented earlier in the meeting.

Discussion of the features of different project delivery methods, the roles, pros and cons continued. Ms. Courtney requested a special meeting be planned for January 6 to discuss project delivery methods and determine which method best fits the Library's needs and resources. Ms. Pergander will invite a director from another Library to be present to discuss his or her experience with a similar project. Mr. Pfeiffer will be asked to teleconference in one hour later in the meeting. Mr. Goldberg asked if Library Attorney Phil Lenzini could act on the Library's behalf or recommend an attorney that specializes in construction contracts. Ms. Pergander will investigate.

#### 8. OLD BUSINESS

None

#### 9. NEW BUSINESS

a) Recommendation to install vending for patron use in the lobby area.

The Library has experienced a dramatic increase in the cost of providing free coffee to the public and in the traffic, noise, and mess in the Readers Services area where the coffee is currently offered. A very attractive vending option was viewed on a recent visit to another library. Facility Manager George Simons has prepared a recommendation for an outside vending service, which does not require a contract. The Library would have to purchase the supplies from the vendor, and would keep the proceeds of the sales. Black coffee can continue to be free, if desired, and there would be a charge of \$.50 or \$1.00 for hot chocolate, mocha, cappuccino, and tea. This offers a low cost, low risk way to try out a new service before implementing it on a larger scale in the renovated building.

Ms. Courtney moved to accept management's recommendation to install a coffee and hot beverage vending machine in the Library vestibule. Mr. Goldberg seconded. The motion passed.

#### 10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Mr. Goldberg made a motion to adjourn at 9:32 p.m. Mr. Simon seconded. The meeting adjourned.

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Ron Simon, Board Secretary