

**Deerfield Public Library
Regular Meeting Minutes
December 16, 2009**

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:06. Present Board members: President Ken Abosch, Ron Simon, Jeff Rivlin, Sunday Mueller Michael Goldberg. Village board liaison: Bill Seiden. Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

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

Mr. Abosch welcomed Mr. Larson and Mr. Miller and suggested that items 7d and 9a be moved up on the agenda so they could be discussed at the beginning of the meeting. The board agreed.

Item 9a) Levy request review and possible revision.

Mr. Rivlin reported on the tax hearing. The Village board suggested that the Village and Library revisit their levy request in consideration of the current economic conditions. A decision must be made tonight and presented at the Village board meeting on Monday, December 21.

The library board members discussed the financial ramifications of a reduced budget, the public perception of a higher levy during an economic downturn, and the potential for setting a precedent for changing a levy request. They also discussed how the decision should be presented to the Village Board.

Mr. Larson provided commentary about public perceptions. He also noted that, as a result of his preliminary financial analysis, the estimate for first year pre-construction costs might be too high and a significant part of those expenses could be deferred to the following year. Reserves are sufficient for those expenses. If the levy request is reduced now, and the capital reserve is used for pre-construction costs, those project-related funds can be replaced through a project bond issue. Reducing the levy request may be viewed favorably if additional funds are needed in the future.

Mr. Goldberg asked Mr. Larson what they recommend for reserve balances. Mr. Larson suggested 25% of the operating budget for cash flow and \$3 million to \$10 million for capital expenses. The Library is presently in a good position for reserve balances.

Mr. Goldberg moved to revise the levy request to \$2,903,250, which represents solely the recapturing of the expiring TIF. Ms. Mueller seconded. The motion passed by the following vote: Mr. Abosch – yes, Mr. Simon – yes, Mr. Rivlin – yes, Ms. Mueller – yes, Mr. Goldberg – yes.

Item 7d) Report on discussion with the Village Leadership.

Mr. Abosch and Ms. Pergander met with Mayor Harriet Rosenthal and Village Manager Kent Street to update them on the possible remodeling project and to outline the process of community forums. Mr. Abosch felt the meeting was very positive. They confirmed the advisability of the involvement of the community through the the public engagement process overall. Mr. Abosch and Ms. Pergander presented the proposed remodeling project's two parts and the associated projected costs of each. The Library is in the process of soliciting a second opinion on cost estimates and understands funding will be needed for the project. Mr. Abosch asked if the Village will require the Library to go to referendum for these funds. Mayor Rosenthal and Mr. Street could not speak for the Village Board, but noted the benefits of involving voters. The Village noted its own significant upcoming financial demands for the water/sewer project. They asked for a brief informational presentation of the architect's report to the full Village board on Tuesday, January 19 to encourage intergovernmental dialog. Mr. Abosch would like the board to decide who will attend this meeting and who should make the presentation. Mr. Rivlin asked if the Village indicated whether it is preferable to go for a bifurcated project budget or to ask for one large sum. Mr. Abosch said that was not clear from the meeting and is something the board must decide using feedback from the public. It will also be important to communicate with leadership of other taxing bodies to be cognizant of overall demands on tax funds. Mr. Larson said the bifurcation decision can wait until June or July.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

Mr. Goldberg made a motion to approve the consent agenda, which included the Regular meeting minutes from November 17, Strategic Planning Committee minutes from December 5, Finance Committee meeting minutes from December 5, financial reports except the check list, the Finance committee's recommendations regarding Hick's Grant recipients for December 2009, and health insurance plan options for the upcoming benefits year. Seconded by Ms. Courtney. The motion was approved.

Hicks Grant recipients for December 2009 are:

Pamela Carlson	\$500 for undergraduate tuition
Heidi Knuth	\$500 for MLIS course tuition
Julie Rhea	\$100 for continuing education tuition
Lindsay Zabel	\$500 for MLIS course tuition

The Library's cost for providing health insurance for the next fiscal year will be lower than the current rate. These changes are expected to be effective January 2011. The changes in cost (savings) will be effective July 1, 2010.

4. TREASURER'S REPORT

Current Check List

Mr. Rivlin questioned check number 4585. The expenses were to reimburse travel to a user group meeting. A motion was made and seconded to approve the Check List, including electronic debits, Petty Cash checks 228-234, voided General Fund check 4569 and General Fund checks 4570-4652 in the total amount of \$62,514.16. The checks were approved with the following vote: Ken Abosch - yes, Ron Simon – yes, Jeff Rivlin – yes, Sunday Mueller - yes, Michael Goldberg - yes.

5. LIBRARY DIRECTOR'S REPORT

The Friends have pledged \$2800 for an early literacy computer station. The library will provide a tot-sized desk and chair. Innovative has confirmed the Foundation gift rebating a portion of our expenses to join LINK-in this spring. We are also exploring the feasibility and costs of adding RFID tagging to our materials, to allow automation of some manual functions, particularly repetitive motion functions. The managers had a mini-session to discuss their ideas for the New New Thing we should be addressing as a library. These results will be shared with the library board at a future date. Circulation experienced a slight dip compared to the previous month, but is still running substantially higher than the previous year. Magazines will begin circulating in January, thanks to the efforts of staff members in many departments. The Business Manager Carol Dolin continues to monitor inconsistencies with cash handling and inventory practices, and re-training and procedure changes are under consideration. The Head of Multimedia, Sheila Urwiler, reports very positive results from approaching patrons and offering assistance. In addition, the all-day gaming event had 51 children in attendance. Library staff members are establishing relationships with other organizations serving the community, such as the Josselyn Center, as well as homeschooling families. The PTO newsletter features an article by Community Outreach Coordinator Jody Wilson. Meeting room usage statistics are included in the packet.

6. VILLAGE LIAISON REPORT

Mr. Seiden reported on the tax hearing and Village tax levy request.

7. STRATEGIC PLAN DISCUSSION

a) Cost estimator assessment of remodeling project and related costs.

Tabled

b) Selection of Architect for phase two

Tabled

c) Proposed January 9 committee meeting

The Strategic Planning committee will meet from 9 to noon on Saturday, January 9.

d) Report on discussion with the Village Leadership (See above.)

8. OLD BUSINESS

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

The January 24 event will be moved to the Patty Turner Senior Center to accommodate the large number of anticipated attendees. Mr. Abosch will give opening remarks honoring Mr. Wolff. Ms. Pergander updated the board on the progress of selecting the plaque that will be unveiled at the concert.

9. NEW BUSINESS

a) Levy request review and possible revision (See above.)

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

The board discussed the possibility of moving meeting start times to 6:30 due to the length of current meetings. However, an earlier start time would make it difficult for some board members attend on time. The meetings will continue to begin at 7:00 p.m.

c) Open Meeting Act and Freedom of Information Act – appointment of Officer(s) and available training. Major revisions to the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA) will take effect on January 1, 2010. Changes require libraries and other public bodies to appoint one or more Freedom of Information Officer(s) and Open Meetings Act Officer(s) who are required to undergo training by July 1, 2010. Mr. Simon moved to appoint Ms. Pergander as the primary FOIA and OMA officer with Ms. Dolin as her back up, and Mr. Goldberg will also attend training at NSLS in January. Seconded by Mr. Rivlin. The motion was approved.

Mr. Simon made a motion to move to executive session to discuss personnel issues as permitted by law, at 9:40 pm. Mr. Goldberg seconded. The meeting was moved into executive session.

Mr. Goldberg made a motion to return to regular session at 9:56 pm. Mr. Rivlin seconded. The motion was approved. The Board announced the approval of an exception to the vacation roll-over policy for a long-time employee whose work-related situation made it very difficult to take the allotted vacation during the prior year. She will have one additional year to roll-over and use the vacation equal to that accrued from May through October, 2009, or lose vacation in excess of library policy at the end of calendar year 2010.

Mr. Goldberg made a motion to adjourn, seconded by Mr. Simon. The motion was approved and the meeting adjourned.

Ron Simon, Board Secretary