

Deerfield Public Library Board of Trustees
Regular meeting minutes
March 19, 2008

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 7:08. Present: Board members: President Ron Simon, Ken Abosch, Jeff Rivlin, Marla Bark Dembitz, Sunday Mueller, Michael Goldberg, Mary Courtney. Village Board Liaison Bill Seiden. Staff: Library Director Mary Pergander, Judy Hortin, John Kelsey.

President Ron Simon invited Ms. Hortin and Mr. Kelsey to give their presentation, listed on the agenda under Library Director report, at this time.

Ms. Hortin and Mr. Kelsey reported on the budget for online database services, statistics related to their use and the difficulty obtaining these statistics, an analysis of cost per use and cost per card-holder, and future trends regarding these services. Board members urged library management to do more to promote their usage. Ms. Hortin noted that usage concerns are common among many public libraries. She also described steps being taken to simplify access for patrons at home and in the library. The board thanked them for their informative presentation.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

Ms. Dembitz made a motion, seconded by Mr. Abosch, to approve the consent agenda items. The motion was approved.

4. TREASURER'S REPORT

Mr. Rivlin noted that interest rates are decreasing. Mr. Simon asked the board to consider whether to continue to grow or to spend the principal in the Hick's Grants fund for discussion at a future meeting. Ms. Courtney made a motion to approve checks 3042 through 3102 in the total amount \$47980.93.

Seconded by Ms. Mueller.

The motion was approved by the following vote:

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

5. LIBRARIAN'S REPORT

Ms. Pergander noted that, compared with the previous year, two months ago circulation rose about ten percent, and it rose twenty percent in the most recent month. This also coincides with the decline of the economy. A patron was removed by the police yesterday after violating the patron behavior policy. A letter was given to the patron at the time, temporarily banning him until board action was taken, and informing him of his right to appeal. Ms. Pergander asked the board to remove or uphold the ban.

Mr. Rivlin made a motion to uphold the temporary ban until the patron may choose to appeal. Seconded by Ms. Courtney. The motion was approved.

Ms. Pergander has also found a new consultant to assist with the selection of the replacement automation system. The board confirmed her authority to contract with the recommended consultant.

6. VILLAGE LIAISON REPORT

Village Trustee Bill Seiden presented an update of activities in the Village.

7. STRATEGIC PLAN DISCUSSION

Ms. Pergander reported she is assembling a list of architects to receive the Request for Qualifications, including at least one from out of state.

8. OLD BUSINESS

A. Proposed budget for 2009 – SECOND READING. The changes recommended at the previous meeting have been made. Ms. Dembitz recommended approval of the budget as it now reads. Ms. Mueller seconded the motion. The motion was approved by the following vote:

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

The budget now goes to the Village for publication with the Village's budget.

B. Credit Card authorization – Ms. Courtney made a motion, seconded by Mr. Abosch, authorizing Ms. Pergander to obtain Mastercard credit cards for specific members of the management team at First Bank in Deerfield, with the credit limits as presented. The motion was approved by the following vote:

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

C. Update on Procedures for Public Comments – The samples of Village minutes provided demonstrate the same methodology for acknowledging public comments as that agreed upon by the library board at the previous meeting.

9. NEW BUSINESS

A. Goal #3- Revised Circulation-related policies – The Policy Committee met previously to review the proposed changes to the Circulation Policies. Ms. Pergander has made the recommended changes. Ms. Dembitz made a motion to approve the new Circulation Policies, seconded by Mr. Rivlin. The motion was approved. Board members suggested methods of informing patrons of the changes. Ms. Pergander noted that staff training must also occur before the changes are implemented. Changes will be implemented in May and announced in the summer newsletter.

B. Introductory Board Officer discussion – Board members interested in serving as an officer will inform Ms. Pergander by Tuesday, April 8, for inclusion in the April board packet. The voting will take place at the May board meeting, and the votes will be tallied by Ms. Pergander.

C. Recommendation regarding technology/security/phone system review – Ms. Pergander requested approval of the use of Ehlert and Associates to complete this assessment.

D. Recommendation for petty cash checking account and check writing authority – Ms. Dembitz made a motion to approve the revised petty cash handling procedures, including the creation of a low-limit checking account, granting the library director the authority to be sole signer on checks up to \$75 for petty-cash related purposes, to give the library director NO authority to write checks to herself, to limit petty cash refunds to \$25 in cash, to provide for petty cash reimbursements using the special checking account for amounts up to \$75, to have amounts over \$75 be drawn on the general fund account with two signatures, and in addition to lower the petty cash fund to \$200. Ms. Mueller seconded the motion. The motion was approved by the following vote:

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

E. Library Director self-evaluation – Ms. Pergander summarized the accomplishments relative to the eight goals for the year. She also expressed appreciation for her management

team and other staff members and their many efforts that made the accomplishment of these goals possible.

F. Suggested Goals for 2009 – Ms. Pergander acknowledged that many opportunities are competing for time and money in the coming year. Nevertheless, she recommended that the new automation system the remodeling of the library and the outreach efforts be the primary focus for the coming year. Each of these three represents dozens of potential sub-projects, and the commitment of the entire staff to accomplish. The board tabled further discussion for the performance and compensation discussion.

G. Compensation discussion – Tabled for Executive Session discussion.

H. reconsideration Form – ms. Pergander presented a revision of the form to be used by members of the public who wish to request library materials be reconsidered. The alterations change the focus from books to any type of library materials in any media. Ms. Dembitz made a motion to approve the new form, seconded by Mr. Abosch. The motion was approved. Ms. Pergander will provide the board with copies of the policy related to the form.

Ms. Mueller noted that the library will be celebrating Staff Appreciation day on Wednesday, April 9. She asked the board members to assist in providing an appreciation breakfast for staff members at the scheduled staff meeting that morning. In addition, staff members will be offered 10 minute chair massages by a professional masseuse in the afternoon. Board members will pay for the breakfast, and a private donor will sponsor the chair massages so no tax dollars are used for this event.

Mr. Simon made a motion to suspend the open session at 9 pm, and made a motion to enter into Executive Session (closed session) for the purposes of discussing library director performance and compensation, as allowed by Illinois state law. Mr. Abosch seconded the motion. The motion was approved by the following vote:

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

The board ended the closed session at 10:20 pm, returned to the regular meeting and reported that no decisions had been made. The regular meeting adjourned at 10:21 pm.

Ken Abosch, Board Secretary, President Pro Tem