

Deerfield Public Library Board of Trustees
Regular meeting minutes
May 21, 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.

The election of officers was moved forward in the agenda. The slate included Ken Abosch for President, Ron Simon for Secretary, and Jeff Rivlin for Treasurer. There were no additional nominations from the floor. President Simon called for a vote on the slate as presented. The slate of officers 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.

Ken Abosch took the chair as president, and thanked Ron Simon for all his hard work and leadership over the past two years serving as president.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

3. CONSENT AGENDA

The minutes were removed from the Consent Agenda for further discussion. Ms. Mueller made a motion, seconded by Ms. Courtney, to approve the remaining consent agenda items. The motion was approved.

Minutes – There is a typing error in the Minutes of April 16, 2008 under Librarian’s Report. The last line should read, “Board members requested that new photos be taken for the bulletin board and website.” Also, under new Business Board - Officer Discussion, the term “Trustee in the Lobby” should be “Librarian in the Lobby”. Ms. Dembitz made a motion to approve the minutes as corrected. Mr. Simon seconded the motion. The motion was approved.

4. TREASURER’S REPORT

Mr. Rivlin explained the difference between the prime fund and the money market fund. Interest rates continue to decline. Mr. Rivlin attended a seminar on public entity investing presented by the Illinois State Treasurer’s office. A Finance committee meeting will be scheduled to introduce Eric Burk, the new accountant for the library. Mr. Rivlin would like Mr. Burk to prepare materials for a Board orientation explaining our funds. Ms. Pergander will discuss this with Mr. Burk. Questions regarding checks were answered by Ms. Pergander. Ms. Courtney made a motion to approve checks 3173 through 3233 in the total amount \$74,286.56. Seconded by Ms. Dembitz.

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. LIBRARY DIRECTOR REPORT

Ms. Pergander reported that our new Community Outreach Coordinator, Jody Wilson, is already quite active in the community. Ms. Pergander will bring her to a board meeting to introduce her. Board members asked when the flowers in the portico will be changed. Ms. Pergander will investigate. Ms. Pergander presented an update of the steps in the automation

system selection process, and our progress to date. Head of Reference, Ms. Judy Hortin, has announced her plans to retire in late August. Glenn Poch, Head of Technical Services/Multimedia left May 7. Accountant Erik Burk replaces Finance Manager Ron Kniss. Also, the weeding project is deemed complete!!

6. VILLAGE LIAISON REPORT

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

7. STRATEGIC PLAN DISCUSSION

The Requests for Qualifications for architectural space planning services are in final format and ready to mail.

8. BOARD EDUCATION REVIEW

Mr. Goldberg reviewed the Open Meetings Act for the board, as required for the Per Capita application this fall.

9. OLD BUSINESS

A. Hicks Grants revisions – Ms. Mueller reviewed proposed revisions to the Hicks Grant application process. The application period will begin on July 1st and close July 31st. The Finance committee will make recommendations for recipients at the August board meeting. Ms. Pergander will explore putting the application on the staff intranet.

B. Response – Relay for Life - Ms. Mueller reported on her exploration of the board participating in Relay for Life. While individual board members are welcome to participate on a personal level, she recommended and the board concurred that it is not an appropriate activity for the board members in an official capacity at this time.

10. NEW BUSINESS

A. Election of board officers – See discussion under Roll Call above

B. REVISED - Suggested goals for 2009 - Ms. Pergander presented a revision of the proposed goals. The board agreed to discuss them further in closed session.

C. Automation system selection work plan – Ms. Pergander discussed the list of activities and timetable for the selection of the new automation system, as prepared by Joe Vetrano, our consultant. Future updates are planned.

D. Proposal to increase unused sick time and IMRF sick day cap – Ms. Pergander presented statistics showing that the average number of unused sick days allowed to accumulate by other public libraries is substantially higher than our current cap. There are implications for IMRF service roll-overs as well. The board agreed in principle and asked Ms. Pergander to provide specific language for the proposed change in the personnel manual at the next meeting.

E. Proposed revision to the tax rate schedule for non-resident library cards – Boards of public libraries are required annually to review their policies and formula for providing library cards and services to unserved areas of nearby communities. Mr. Simon made a motion to continue to provide the option for unserved local residents to buy library cards at the tax-equivalent method rate currently used, and to adopt the revised rate schedule. Mr. Rivlin seconded the motion.

F. Proposal to increase length of holiday loans for children's books – Mr. Simon made a motion, seconded by Ms. Courtney, to extend the loan of children's holiday books to three weeks, as for other books. The motion was approved.

G. Recommendation to discuss legal and personnel matters in closed session – Ms. Pergander asked the board to consider going into closed session as allowed by law, to discuss personnel and legal matters. The board agreed to do so at the end of all other public business.

H. Draft Ethics Ordinance for full review at the June meeting – The library is required by law to have an Ethics Ordinance, and no prior documents have been found. A sample Ethics

Ordinance was presented and discussed. This will be considered the first reading. Ms. Pergander is to make minor changes prior to the second reading at the June meeting.

Ms. Dembitz made a motion to suspend the open session, and made a motion to enter into Executive Session (closed session) for the purposes of discussing personnel and legal matters, as allowed by Illinois state law. Ms. Courtney 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.

Following the closed session, the board returned to the regular meeting and reported that goals for the library director had been determined. The regular meeting adjourned at approximately 10:23 pm.

Ron Simon, Board Secretary