

**Deerfield Public Library Board of Trustees**  
**Regular meeting minutes**  
**September 19, 2007**

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

The meeting was called to order at 7:10. Present: Board members: President Ron Simon, Marla Bark Dembitz, Ken Abosch, Jeff Rivlin. Staff: Library Director Mary Pergander, Business Manager Carol Dolin. Village Trustee: Bill Seiden. Mary Courtney, Marla Bark Dembitz and Michael Goldberg were absent.

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

New Business Manager Carol Dolin was introduced to the Board members.

**3. CONSENT AGENDA.**

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

**4. TREASURER'S REPORT**

Mr. Abosch made a motion to approve checks 2670-2728 in the total amount \$70341.69  
Seconded by Mr. Rivlin.

The motion was approved by the following vote:

Ron Simon – yes, Marla Bark Dembitz – yes, Ken Abosch – yes, Jeff Rivlin – yes.

Ms. Pergander requested clarification regarding intra-month check writing. Mr. Simon made a motion to allow intra-month checks to be created, signed and disbursed as long as such checks are listed for full board approval at the next regular board meeting.

**5. LIBRARIAN'S REPORT**

Ms. Pergander reported that the Friends book rack at the train station is very popular. The interactions with residents of Riverwoods are expanding, as are interactions with the high school. One Book One Zip code is also progressing nicely. The bid packet for the lighting project is nearly complete. In August the combined efforts of staff members throughout the library resulted in the deletion of many items no longer of interest to library patrons. Ms. Pergander presented a report from other libraries about credit card usage among library managers and the director. She will create a proposal about this for board approval.

Ms. Pergander noted that some former board members have continued to receive special library privileges after leaving the Board. She asked for clarification about the desirability of this practice. Mr. Abosch made a motion, seconded by Mr. Simon, to establish the guideline that former board members not continue to have special library privileges when no longer an active board member. Mr. Abosch further noted that even active board members sometimes choose not to utilize the special library privileges. For the upcoming review of the revised personnel manual, Ms. Pergander was advised to have the manual reviewed first by the Human Resources Committee, then by the Policy Committee. Ms. Pergander also listed several proposed benefit changes for future review.

**6. VILLAGE LIAISON REPORT**

Bill Seiden presented an update of Village activities.

**7. STRATEGIC PLAN DISCUSSION**

All Board members were reminded of the joint board-manager long range planning meeting on October 20. Some Board members are unable to make that date. Ms. Pergander will see if

October 27 is still a viable option. There will be a follow-up meeting on Saturday, November 17 for the board to discuss next steps in the planning process.

#### 8. OLD BUSINESS

##### A. Other committee reports

None

##### B. Confirmation of October presentation for Long Range Planning

See above.

##### C. Update on Riverwoods Art Fair participation

The Riverwoods Art festival will include a children's art exhibit in the library. Mr. Rivlin will be a judge. Ms. Dembitz also offered to judge if needed.

#### 9. NEW BUSINESS

##### A. Human Resources Committee report on completion of Goal #4 – Manager job descriptions

Mr. Abosch described the Human Resource Committee's careful review of the process followed by Ms. Pergander to develop manager job descriptions. The job descriptions were found generally to be thorough. Suggested changes were made, and the descriptions received the endorsement of the committee. Mr. Abosch advised the board that the committee felt that Goal 4 had been satisfactorily completed within the timeframe and including all necessary information. Ms. Dembitz moved to establish that Ms. Pergander had successfully completed Goal #4 for 2007-08. Mr. Abosch seconded the motion. The motion was approved. Mr. Abosch noted that there is no current job description for the Library Director, and that he will develop one using the template provided by Ms. Pergander.

##### B. Approval of Board meeting calendar and closings for 2008

Mr. Simon made a motion, seconded by Ms. Dembitz, to accept the list of board meetings for 2008. The motion was approved. Ms. Pergander recommended some flexibility in the calendar of library closings for the coming year. A new LACONI survey of area libraries and their closings will be available in December. The motion was made by Mr. Abosch, seconded by Mr. Simon, to approve the recommended list of closings, changing December 24 and December 31 to be early closings at 1 pm rather than be closed for the entire day. The motion was approved.

#### 10. ADJOURNMENT

Mr. Goldberg asked if the library uses the ISAT reading levels to recommend books for children. If so, he suggested this be promoted in the newsletter. Ms. Pergander will discuss this with the Head of Youth Services. Mr. Goldberg made a motion to adjourn at 8:15 pm, seconded by Mr. Abosch.

The motion was approved by the following vote:

Ron Simon – yes, Marla Bark Dembitz - yes, Mike Goldberg – yes, Jeff Rivlin – yes, ken Abosch – yes.

The meeting adjourned.

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Ken Abosch, Board Secretary.