

Deerfield Public Library  
Strategic Planning Committee Meeting Minutes  
January 9, 2010

Board members attending: Mary Courtney- Chair, Ken Abosch, Marla Bark Dembitz, Ron Simon, Jeff Rivlin. Staff: Mary Pergander-Library Director.  
Guest: Ehlers consultant Steve Larson.

Ms. Courtney called the meeting to order at 9:08 a.m.

Ms. Courtney noted the Deerfield Review ran three positive year-end stories about the library in the recent edition. She then asked Mr. Larson to present a review of the revised public process recommendation, with an emphasis on the action steps.

The board discussed the recommendation to form a task force/advisory group of interested community members at length. If such a group is formed, the purpose would be to work alongside the board, not independently. They would review the feedback received from the general public, and assist the board in interpreting it. There should be a diverse representation of the community in the group. Some community members could be approached and asked to participate, others could self-nominate. Criteria could be developed for the selection of the members. They would serve for a short term, defined period of time. This would NOT be a referendum committee, although if a referendum is desired some of these members may wish to move on to a future committee. There is no "deliverable" – no report or other outcome. The members would be present at and assist the board at the public forum meetings. They would be oriented by Mr. Larson, board members and the library director to update them on the steps taken so far toward a remodeling, so that they are knowledgeable about the process being followed. A statement of purpose could help define their role, and clarify what their role is regarding the press. Perhaps selecting a group name such as "Library Partners" would help define their role.

For the general public Mr. Larson recommends a series of at least five open meetings to be held with assistance from the task force. The purpose is to describe the needs, and obtain public feedback.

Mr. Abosch made a motion to recommend to the full board the establishment of an advisory group made of approximately 10 to 20 citizens of Deerfield to guide the board for a fixed period of time in the collection of input from the public, and to decipher the feedback, and discuss the options with the board to arrive at consensus. Seconded by Ms. Courtney. The motion was approved.

Mr. Larson reiterated that the advisory group would need to be selected and then meet a few times to train for the public meetings. Rules or guidelines would be shared at that time as well.

Board members were asked to submit the names of three to four potential members to Ms. Pergander within one week. Participants in the recent focus groups may also be potential members. In addition, a notice will be posted on the website and self-nominators will be asked to contact Ms. Pergander. Calls to invite potential group members to participate should be made directly by board members, Mr. Larson added.

Ms. Pergander will begin soliciting proposals for the telephone survey, which is expected to cost \$15,000 to \$18,000.

The committee then discussed preparations for the presentation to the mayor and Village Trustees at the Committee of the Whole meeting at the Village Hall on Tuesday, January 19. The time is to be determined. The committee reviewed a list of possible topics to cover and possible handouts. Mr. Abosch is the expected spokesperson, with Mr. Simon available in case of a travel conflict. All board members should plan to attend, though, as part of the board to board relationship building. Because of the ongoing review of possible project-related costs, they will not be emphasized at this time.

Mr. Larson was asked to describe the options to consider in better defining the scope of the engagement with Ehlers. Mr. Larson distributed a memo detailing the services recommended, and described them and the related costs. The board members thanked him and agreed to discuss this before the conclusion of the meeting but without him present.

The cost estimator review was received just prior to this meeting, and it is still being reviewed. Because of a significant difference in the level of specificity in the approaches to cost estimating by the architects and the consultant, a side by side comparison presents some challenges in interpretation. Mr. Larson noted that both the architect group and the independent cost estimator consultant are experienced with libraries and highly regarded.

One of the process steps is to engage an architect for Phase Two. The board needs to determine as soon as possible whether to engage PSADewberry for Phase Two, or conduct a new RFP for services. A new RFP will require several months to execute. The members present discussed the appointment of architectural services at length. No recommendation was made. Phase Two (design) and Phase Three (construction) are also separate phases.

Ms. Pergander will create a cost estimation comparison sheet for the upcoming board packet, along with the actual documents.

Mr. Larson and Mr. Miller excused themselves.

The committee members discussed the following scope of engagement for the public process portion of the consulting services:

Development of written materials, press releases, and other information pieces as defined in the memo: \$9225.

Organizing and supervising the public open houses including information boards as defined in the memo: \$\$7135 for the first set, \$5025 for the second set.

Assist the board in organizing the task force as defined in the memo: \$4 to 5K maximum

Mr. Simon made a motion to recommend to the full board that they engage Ehlers for the scope defined above. The motion was seconded and approved.

Mr. Simon made a motion to adjourn, seconded by Mr. Rivlin.

The meeting adjourned at 12 noon.