

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 17, 2018

1. ROLL CALL & CALL TO ORDER

Present Ken Abosch called the meeting to order at 6:45 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, and Howard Handler.

Village Liaison: Mr. Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE

None.

3. APPROVAL OF MINUTES

A. September 12, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the September 12, 2018 Regular Session Meeting minutes, seconded by Mr. Mike Goldberg.

Vote: 5 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.
The motion was approved.

4. TREASURER REPORT

A. September Financials: Balance Sheet, Revenues & Expenses, Quarterly Reports (ACTION)

Mr. Schriftman presented the Financials.

MOTION: Mr. Abosch made a motion to approve the September Financials, seconded by Ms. Wener.

Vote: 5 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.
The motion was approved.

B. List of Checks and Payments for Approval (ACTION)

Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:

-Electronic Payments, 4 ACHs, WinTrust	\$ 126.79
-Petty Cash Checks 627-630, Bank Financial	\$ 152.53
-AP Checks 10409-10470, 13 ACHs, WinTrust	<u>\$ 93,936.74</u>
The total amount presented for approval	\$ 94,216.06

MOTION: Mr. Abosch made a motion to approve the September list of checks and payments, seconded by Ms. Wener.

Vote: 5 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.
The motion was approved.

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C. Proposed FY 2019 Budget & 2018 Levy Request (ACTION)

Mr. Schriftman thanked the library staff for their hard work on the budget planning. Mr. Schriftman reported that the library is seeking a 2.5% increase which is different than last year's 4.8% increase. The Collaborative Workspace project will be funded from the library reserves.

Mr. Abosch asked for clarification regarding Village Meetings dates and times. Ms. DeCorrevont will circulate the IMRF Rate change explanation to the whole board after the meeting.

MOTION: Mr. Goldberg made a motion to approve the Proposed FY 2019 Budget & 2018 Levy Request, seconded by Mr. Schriftman.

Vote: 4 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg.

1 No – Howard Handler.

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

6. LIBRARY DIRECTOR'S REPORT

A. Strategic Plan Update

Ms. Amy Falasz-Peterson reported on the progress of the strategic plan. Ms. Falasz-Peterson stated that the staff will begin planning the Holiday Party at the Park District. The possible dates would be January 11 or 25, 2019. Ms. DeCorrevont will contact the Park District to check availability for Holiday Party.

Ms. Falasz-Peterson reported that our new library app will be available in November. This will tie into our new calendar roll out as well. The IT and Adult Services staff are working collaboratively on creating videos for patrons on how to use the new features.

The Adult and Youth Services staff continues to work on the collaborative programming for the 2019 Fight to Integrate Deerfield.

Ms. Falasz-Peterson shared some of the feedback from the Farmer's Market. Ms. Wener suggested that the staff provide an iPad next year so the board could show some of the features on the website.

Ms. Falasz-Peterson shared that a member of the public called Board Members because he was concerned about the library's study room policy. He was concerned about the first come first serve nature of the policy. He was appreciative that the board members and the director followed up to him. Ms. Falasz-Peterson reported that she spoke with staff on the policy. While the study rooms are very busy from about 2:30 pm- 7 pm, they had not noticed anyone taking advantage of the policy. There isn't a problem of the rooms being reserved and then sitting vacant for extended periods of time. And, the staff doesn't monitor what is being done in the rooms because there is an element of some privacy. Ms. Falasz-Peterson indicated she would call the patron back after the board meeting.

Mr. Goldberg asked to update his contact telephone number on the website.

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Mr. Handler commented that the Accessibility Page on the website looks nice and suggested that staff add a telephone number. Ms. Falasz-Peterson thanked him for his suggestion. Mr. Handler asked how the library staff equity, diversity and inclusion relates to staff or patrons. Ms. Falasz-Peterson indicated that it is primarily focused on staff now and in turn it will influence some of the training, purchasing, or programming decisions that staff make moving forward.

7. OLD BUSINESS

A. Collaborative Work Space Update (DISCUSSION)

Ms. Falasz-Peterson reported that she will be setting up an additional meeting with the architect to discuss the next steps on the design process.

8. NEW BUSINESS

A. Approval of Meeting Room Policy (ACTION)

Ms. Falasz-Peterson reported that the Policy Committee met on 9/17 and that they recommend the policy that was included in the packets for approval.

Mr. Handler had two corrections: to add an additional bullet point and to mirror the Unattended Child policy language.

MOTION: Mr. Schriftman made a motion to approve the Meeting Room Policy with the proposed changes, seconded by Mr. Handler.

Vote: 5 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.
The motion was approved.

B. FY 2019 Per Capita Grant Requirement: Standards: Review Chapter 8 (DISCUSSION)

Ms. Falasz-Peterson reported that we received funds in 2018 to supplement funds for our collection. Ms. Falasz-Peterson highlighted points from the Standards for Illinois Libraries, Chapter 8.

C. FY 2019 Per Capita Grant Requirement: Trustee Facts File Review (DISCUSSION)

Ms. Falasz-Peterson reported on the Trustee Facts Files review.

9. OTHER

10. ADJOURNMENT

At 7:32 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.
The motion was approved.



Maureen Wener, Secretary