

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
December 19, 2018**

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler and Kyle Stone.

Village Liaison: Mr. Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager and Tom Owen, Head of IT.

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

None.

4. APPROVAL OF MINUTES

A. November 14, 2018 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the November 14, 2018 Regular Session Meeting minutes, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

B. November 14, 2018 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the November 14, 2018 Executive Session Meeting minutes, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.

3. PRESENTATION BY PRODUCT ARCHITECTURE & DESIGN

Ms. Tiffany Nash and Mr. Dan Pohrte from Product Architecture & Design presented an updated floor plan and color scheme for the proposed Collaborative Workspace. In addition, they presented a suggested timeline for the project and recommended that the Board approve an RFQ for Construction Manager services at the January meeting.

The Board commented on the color scheme and appreciated how it was compatible with the current color scheme. They also commented on the use of different materials.

Ms. Nash answered several questions about the difference between a Construction Manager and a General Contractor. Mr. Handler asked what the cost would be for a Construction Manager. Ms. Nash suggested approximately \$25-30,000. Ms. Nash anticipates that this will be a one to two month project. In addition, they'd recommend part time supervision in the RFQ as our project is not big enough to

require full time supervision. The Board had suggestions on how to communicate this project. Ms. Falasz-Peterson reported that she will work with staff to develop a communication plan.

Ms. Falasz-Peterson reported that the RFQ approval will be on the January Board Agenda. Mr. Abosch thanked Product Architecture & Design. Mr. Handler stepped out of the meeting.

5. TREASURER REPORT

A. November Financials: Balance Sheet, Revenues & Expenses (ACTION)

Mr. Schriftman presented the Financials.

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

Vote: 5 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Kyle Stone.  
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	\$	126.81
-Petty Cash Checks 631-636, Bank Financial	\$	179.54
-AP Checks 10471-10530, 12 ACHs, WinTrust	\$	<u>81,561.69</u>
The total amount presented for approval	\$	81,868.04

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

Vote: 5 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Kyle Stone.  
The motion was approved.

Mr. Handler returned.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

7. LIBRARY DIRECTOR'S REPORT

A. Staff Presentation: Library Calendar

Mr. Tom Owen, Head of IT, gave a demonstration of the library's new app and calendar. Mr. Owen stated that our calendar, app, and digital signage are now streamlined through one vendor. He indicated that the company is responsive to feedback and there will be updates. Mr. Owen stated that you'd update your app as you would any other app you use. Mr. Owen shared that you can link all your family library cards together and have them on your app on your phone. We launched the app in mid-November and have had over 300 installs.

Ms. Falasz-Peterson reminded the Board that the Art Shay Photography Reception will be held on Monday January 21, 2019 at 5 pm. Mr. Stone commented that he enjoyed the different department reports and were especially riveted by one of the positive customer service stories shared this month.

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Ms. Falasz-Peterson reported on the progress of the Strategic Plan. She shared the information about the Capital Replacement Plan, which will be helpful in future years for budget planning. She will share the document with the board.

8. OLD BUSINESS

A. Collaborative Work Space Update

This was moved to the beginning of the meeting.

9. NEW BUSINESS

A. 2019 Staff Engagement Survey Questions

Ms. Wener stated that the survey will be sent to staff in the first quarter of 2019. She asked for any suggestions on the questions. The Board decided to remove the phrase "or someone" and keep it as "my manager" in questions 5, 6, 10, 22, 23.

11. OTHER

Mr. Handler asked the Board if they would ever consider developing a green-type policy and think about what the Library is doing to reduce our footprint. Mr. Abosch asked what other libraries are doing about it. Ms. Falasz-Peterson will investigate and report back to the Board at an upcoming Board Meeting. Mr. Seiden asked if there was any other insight the Board would be interested in from a Village perspective. Mr. Abosch suggested a broader picture of the Village's vision communicated to the Library.

At 8:09 pm, Mr. Schriftman made a motion to enter Executive Session for the semi-annual historical review of Executive Session minutes. Mr. Handler seconded.  
All voted yes.

10. EXECUTIVE SESSION 5 ILCS 120/2 c 1 (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session.

At 8:26 p.m., the Board moved back to the open meeting.

Ms. Wener made a motion to open the 6/20/2018 and 11/14/2018 minutes, seconded by Ms. Ellenbogen.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

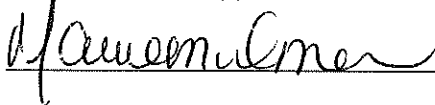
The motion was approved.

12. ADJOURNMENT

At 8:27 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Handler.

Vote: 6 Yes – Ken Abosch, Maureen Wener, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone.

The motion was approved.



Maureen Wener, Secretary