

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**December 18, 2019**

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 and Howard Handler

Village: Bill Seiden

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

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

3. APPROVAL OF MINUTES

A. November 20, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the November 20, 2019 Regular Session Meeting minutes as amended, seconded by Ms. Maureen Wener.

Vote: 4 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen.

1 Abstain - Howard Handler.

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials. Ms. Wener stepped out of the meeting.

MOTION: Mr. Abosch made a motion to approve the November Financials, seconded by Mr. Howard Handler

Vote: 4 Yes – Ken Abosch – President, Seth Schriftman – Treasurer, Luisa Ellenbogen and Howard Handler.

The motion was approved. Ms. Wener returned to the meeting.

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, 3 ACHs, WinTrust     | \$ | 126.11            |
| -Petty Cash Checks 678-679, Bank Financial | \$ | 133.11            |
| -AP Checks 11320-11377, 12 ACHs, WinTrust  | \$ | <u>238,520.09</u> |

The total amount presented for approval \$ 238,779.31

MOTION: Mr. Abosch made a motion to approve the November list of checks and payments, seconded by Mr. Handler.

Vote: 5 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen and 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: Next Steps (DISCUSSION)

Mr. Schriftman thanked the library staff for the Maker Space grand opening and all of the hard work that went on behind the scenes. The Board is very proud of the completion of the Maker Space project.

Ms. Amy Falasz-Peterson provided the Director's Report. Ms. Falasz-Peterson discussed the Strategic Planning: Next Steps. Mr. Abosch stated that the Board will need to rebuild the Strategic Plan process with the help of library staff. Ms. Wener feels very strongly about creating a new strategic plan. Ms. Luisa Ellenbogen asked what year did we survey the public. Ms. Falasz-Peterson said 2016. Mr. Handler shared his opinion to do it in-house and without a consultant. Mr. Schriftman asked Ms. Falasz-Peterson for her opinion. Ms. Falasz-Peterson stated staff can develop the plan and share with the board for input. Mr. Abosch recommended that the library staff consider what is trending in the library world and bring that information to the plan. This project will start internally and the Board will comment and modify as necessary. The Board requested that Ms. Falasz-Peterson report on initial findings at the next Board meeting.

7. OLD BUSINESS

A. MakerSpace Grand Opening Report

On Saturday, November 23, 2019, the MakerSpace opened to our community. Between 11 am -2 pm, we had over 600 people walk into the space. At the Grand Opening, we had staff stationed throughout the space to offer equipment demos. We encouraged people to set up appointments for the following Monday, November 25. By the end of the Grand Opening, we had booked 20 appointments for the following week. Board members suggested we add a comment box to the MakerSpace. Mr. Abosch thanked the staff for making it happen.

8. NEW BUSINESS

A. Update to Drug Free Workplace Policy (ACTION)

The Board decided to approve the policy with the agreed intention to review in the future.

MOTION: Mr. Schriftman made a motion to approve the updated Drug Free Workplace Policy, seconded by Ms. Wener.

Vote: 5 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen and Howard Handler.

The motion was approved.

11. OTHER

Mr. Handler requested to move Other up before entering the Executive Session. Mr. Handler stated that The Workplace Policy reminded him that the Bylaws state that library manuals need to be reviewed from time-to-time like the Disaster Manual and Employee Handbook.

MOTION: Mr. Schriftman made a motion to move into Executive Session, seconded by Ms. Wener. at 7:34 pm under 5 ILCS 120/2 c 1.

9. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation of the Library Director

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

Regular Session opened at 8:20 pm.

MOTION: Mr. Handler made a motion to open the Executive Session minutes from June 19, 2019. Mr. Schriftman seconded.

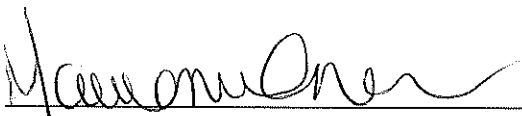
Vote: 5 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen and Howard Handler.

12. ADJOURNMENT

At 8:21 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Ellenbogen.

Vote: 5 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen and Howard Handler.

The motion was approved.



Maureen Wener, Secretary