

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 21, 2019**

1. ROLL CALL & CALL TO ORDER

Secretary Maureen Wener 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, Mike Goldberg, Luisa Ellenbogen, Kyle Stone 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

None.

3. APPROVAL OF MINUTES

A. June 19, 2019 Executive Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the June 19, 2019 Executive Session Meeting minutes, seconded by Ms. Wener.

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

B. July 17, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the July 17, 2019 Regular Session Meeting minutes, seconded by Mr. Mike Goldberg.

Vote: 4 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.

1 Abstain—Luisa Ellenbogen

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Ms. Wener made a motion to approve the July Financials, seconded by Mr. Howard Handler.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen 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	\$ 127.42
-Petty Cash Checks 668-669, Bank Financial	\$ 48.38
-AP Checks 11068-11139, 13 ACHs, WinTrust	<u>\$ 174,579.39</u>

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The total amount presented for approval \$ 174,755.19

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

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

Mr. Kyle Stone arrived at 6:33 p.m.

Mr. Schriftman scheduled the next Finance Committee Meeting for September 5, 2019 at 6:30 p.m.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson discussed that the Library Board will be at the Deerfield Farmer's Market on September 7 from 8:30 a.m. to 12:00 noon. Mr. Schriftman, Ms. Luisa Ellenbogen and Mr. Stone all volunteered to be there.

Ms. Falasz-Peterson announced that the Deerfield Fine Arts Commission would be having their annual reception at the Library on September 19.

Mr. Ken Abosch arrived at 6:50 p.m.

Ms. Falasz-Peterson discussed a new concern that has not occurred in the past. We had an employee separate from the Library in July after receiving two tuition reimbursements. The staff member received a total of \$5,000 in January and June of 2019.

The Library's tuition reimbursement policy states employees who receive tuition reimbursement are expected to remain employed by the Library for at least 12 months following the last reimbursement payment. An employee who voluntarily leaves the employment of the Deerfield Public Library or who is terminated for performance reasons or misconduct within twelve months following the receipt of a tuition benefit will be expected to repay all tuition reimbursement made by the Library in the 12 months prior to the termination/resignation. Employees who accept tuition reimbursement consent to this repayment and consent to deduction of amounts owed from their final paychecks, to the extent permitted by law.

Ms. Falasz-Peterson created a Tuition Repayment Letter and sent it to the former staff member discussing repayment options with him. The former staff member emailed Ms. Falasz-Peterson indicating he had no plans of reimbursing the Library for the two tuition reimbursements he received. Ms. Falasz-Peterson discussed that she has never experienced a staff leaving before the 12 months after final reimbursement and then not reimbursing back the Library. Ms. Falasz-Peterson asked for guidance from the Board on how to pursue this.

The Board was upset to hear about this. The Board will not let one person change our policy on tuition reimbursement for eligible staff members. The Board will review the policy to ensure it is clear with their obligations and recourse.

A. Staff Survey Results Summary Report

Ms. Falasz-Peterson discussed the staff survey results. She was happy to report over 75% of the staff that participated in the survey were satisfied. The survey identified two areas of growth: improved communication and clearer explanations regarding compensation.

7. OLD BUSINESS

A. Collaborative Workspace Update

We are excited that the construction will begin in September. The project is scheduled to start September 9, 2019. The Digital Media Lab will be a part of the new space.

B. Fine Free Discussion

Mr. Abosch reported that this was on the agenda last month but he wanted to have the whole board in on this discussion. The amount that has been reimbursed since 2009 was \$46.90 total. The FOIA request cost \$346.46 in staff time to complete this request.

Mr. Abosch believes this would be a good time to discontinue this practice. Ms. Wener read information that ALA is recommending public libraries eliminate fines as a barrier to service. Ms. Wener asked Ms. Falasz-Peterson if she thought it would be a benefit. Ms. Falasz-Peterson reported that she thought there are definite benefits to that but there are some additional impacts that could affect staffing and the library's collection.

Ms. Wener stated that the library does great things for the community and that we have a great staff.

Mr. Abosch asked if Ms. Falasz-Peterson could begin researching this topic and share it with the Board at a future meeting. Ms. Falasz-Peterson stated she would do so.

MOTION: Ms. Wener made a motion to remove the fine free policy for Board Members seconded by Mr. Abosch.

Vote: 7 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen Kyle Stone and Howard Handler.

The motion was approved.

8. NEW BUSINESS

A. Approval of Proposed 2020 Board Meeting Dates (ACTION)

MOTION: Ms. Wener made a motion to approve the proposed 2020 Board Meeting Dates, seconded by Mr. Schriftman.

Vote: 7 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen Kyle Stone and Howard Handler.

The motion was approved.

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B. Approval of Proposed 2020 Holidays and Closed Dates (ACTION)

MOTION: Mr. Schriftman made a motion to approve the proposed 2020 Holidays and Closed Dates, seconded by Mr. Stone.

Vote: 7 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen Kyle Stone and Howard Handler.

The motion was approved.

9. OTHER

Mr. Schriftman asked Ms. Falasz-Peterson to send a reminder about the Finance Committee meeting.

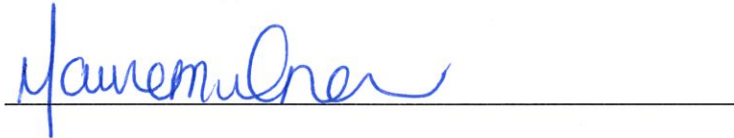
Mr. Handler indicated that he would like to see a numbering system on our policies.

10. ADJOURNMENT

At 7:45 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 7 Yes –Ken Abosch, Maureen Wener, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen Kyle Stone and Howard Handler.

The motion was approved.



Maureen Wener, Secretary