

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**February 19, 2020**

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, Mike Goldberg, Luisa Ellenbogen, Howard Handler and Kyle Stone.

Village: Bill Seiden

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

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

3. APPROVAL OF MINUTES

B. January 15, 2020 Regular Session Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the January 15, 2020 Regular Meeting minutes, seconded by Mr. Seth Schriftman.

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

The motion was approved.

A. December 18, 2019 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the December 18, 2019 Executive Session Meeting minutes, seconded by Mr. Kyle Stone.

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

The motion was approved.

5. PRESENTATION BY HEAD OF IT, Tom Owen

Mr. Tom Owen reported on MakerSpace usage. So far the most popular piece of equipment is the Laser Engraver. MakerSpace goals for 2020 include increasing awareness and making the space more inviting.

Mr. Abosch asked how are we keeping up with demand? Mr. Owen reported that the space is free to use and we charge for materials to cover our cost. Mr. Abosch suggested we include a gallery of photos of projects on our website.

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Ms. Maureen Wener asked how staff in the space is working to greet people when they are working with someone else. Mr. Owen reported that the staff is saying hello, creating eye contact. He stated that the staff is continuing to undergo additional Customer Service training. Ms. Wener suggested educating patrons and offering some tours for schools and Patty Turner Center. She encouraged staff to work with the library outreach coordinators. Ms. Wener also suggested creating a big sign to welcome people to the space.

Mr. Stone asked if people were taking the tours. He agreed that offering tours during family time on Saturdays is a great idea. He appreciated the work that the staff is doing.

Mr. Howard Handler asked about the software that is used for the equipment. Mr. Owen replied that the space has 12 laptops with software for all the equipment.

Ms. Ellenbogen asked if there have been any malfunctions or repairs. Mr. Owen responded that the equipment has been in good working order. Ms. Ellenbogen suggested asking people on social media to share their projects.

Mr. Schriftman thanked Mr. Owen for his hard work. Mr. Schriftman asked if there was information about what format the project should be in before coming to the space. Mr. Owen replied that there is some information on the website but that staff is happy to work with anyone on their projects.

Mr. Goldberg thanked Mr. Owen for his presentation.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

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

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler and 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, 3 ACHs, WinTrust	\$ 127.27
-Petty Cash Checks 682-687, Bank Financial	\$ 218.42
-AP Checks 11443-11521, 12 ACHs, WinTrust	<u>\$ 122,309.68</u>
The total amount presented for approval	\$ 122,655.37

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

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

The motion was approved.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

7. LIBRARY DIRECTOR'S REPORT

A. Farmers Market Dates

Ms. Amy Falasz-Peterson gave the Library Director's report. The Board is in favor of the September 12 Farmers Market date. Ms. Ellenbogen, Mr. Stone and Mr. Schriftman will plan to be there. Ms. Falasz-Peterson discussed IPLAR stats. Over 27,000 people attended our programs in 2019. 440 One on One Tutorials. We saw an increase in circulation, 512,670 this year. Staff believe this is attributed to auto renewals and our new and expanded collections (Library of Things and Discovery kits). We saw a slight decline in our meeting room reservations but still significant at 520 outside groups. We received \$5296.73 in Non Resident Fee cards in 2019, which is a little lower than what we have received in the past. Ms. Falasz-Peterson will submit this report after the meeting.

Mr. Abosch asked if someone needs to have a DPL library card to use the makerspace. Ms. Falasz-Peterson replied that to schedule a reservation you must have a DPL library card. Mr. Abosch asked if the staff could report on the use of the space for Deerfield residents or non-residents.

Ms. Falasz-Peterson shared the top titles in 2019. Library staff are currently planning our annual Summer Reading program. Ms. Judy Hoffman is actively working with the Village's Complete Count Committee to promote the 2020 Census.

Ms. Ellenbogen asked if Ms. Falasz-Peterson can report more on the WiFi coverage project. Ms. Falasz-Peterson reported that it is a project on the horizon for IT but it hasn't started yet. Ms. Falasz-Peterson reported that the priority WiFi coverage is for public areas first and then staff areas. Mr. Handler asked if there was information on the database use statistics and cost. Ms. Falasz-Peterson will ask Adult Services to report on that when they do their board presentation in 2020.

8. OLD BUSINESS

A. Strategic Plan: Survey Questions (ACTION)

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The Board discussed some suggestions to the survey questions. The board requested that Ms. Falasz-Peterson circulate the updated language prior to the March board meeting. It will be an agenda item but not an action item.

9. NEW BUSINESS

- A. Reminder: Policy Committee Meeting March 4, 2020, 6:00 p.m.


10. OTHER

11. ADJOURNMENT

At 7:59 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

The motion was approved.



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Maureen Wener, Secretary