

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING MINUTES
June 17, 2020

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 5:30 p.m., virtually and by phone: 1-408-418-9388
Access code: 126 114 7014. Residents wishing to share thoughts about any matter concerning the
Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting.

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

Village: Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Esther Park, Admin
Assistant, Melissa Stoeger, Head of Adult Services

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

The library had staff members: Pam Skittino, Meg Anthony, and Tom Owen on the call.

3. APPROVAL OF MINUTES

A. May 20, 2020 Regular Meeting (ACTION)

MOTION: Ms. Luisa Ellenbogen made a motion to approve the May 20, 2020 Regular Meeting minutes,
seconded by Mr. Kyle Stone.

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

The motion was approved.

4. TREASURER REPORT

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

Mr. Seth Schriftman met with Ms. Kelly DeCorrevont to sign checks and discuss financial matters. Mr.
Schriftman explained that the library audit is ongoing and will be completed on schedule.

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

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

The motion was approved.

receiving check-ins, and finally a patron who is using the lifeline to read and discuss a book with Ms. Karlovsky. Ms. Ellenbogen stated that she is impressed with the department's flexibility and asked if the online chat feature is at capacity and whether the service would be expanded. Ms. Stoeger replied that it's manageable and that the service indeed would continue. The lifeline service will be reevaluated as it is close to capacity.

Ms. Ellenbogen asked if the current cap of twenty checkouts on Hoopla will be reevaluated to which Ms. Stoeger replied that it would be. Ms. Ellenbogen asked if the library is publicizing the virtual chat feature on Facebook. Ms. Stoeger replied that there was publicity regarding the service and that we can certainly publicize it again. Mr. Seiden asked for clarification regarding the Libby borrowing policies. Mr. Schriftman thanked Ms. Stoeger for all the interesting programming that is being provided and Mr. Abosch stated that the Library has been successful in reinventing many of our services.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Liaison Report.

7. LIBRARY DIRECTOR'S REPORT

A. COVID-19 Library Response Report: DPL Draft Reopening Plan Update

Ms. Falasz-Peterson gave the Library Director's Report. Ms. Falasz-Peterson thanked staff who delivered the Summer Reading signs. Despite closure, our Curbside Pickup service has been extremely well received by our patrons due to a well designed system by the use of bins and parking spots designated for this service. The Patron Services Department is working very hard. In March around 21,000 items were checked out and there has been a steady return of about 300 materials a day. The Library expects Curbside Pickup to remain a popular service due to the positive feedback received. We began accepting online library card applications in March and have received around 200 thus far. The Library reopening draft was updated to realign more closely with Illinois' Restore Plan. Ms. Falasz-Peterson met with the Facilities Supervisor regarding various building modifications. Other modifications include adding directional arrows and signs, and blocking off areas to limit traffic. We are currently asking staff to use the back entrance when entering and front doors when exiting. We conducted a staff survey to measure level of comfortability in returning to work. Patrons are able to call into the library now and leave a message. During Phase 4, most likely to begin in July, the library is looking to expand in-person services such as allowing for computer usage.

Ms. Wener appreciates the staff's ability to do their best during these uncertain times. Mr. Stone asked for clarification regarding the challenges of curbside pickup. Ms. Falasz-Peterson stated that the challenge was whether or not the library could adapt to the response rate of the service. The service is more popular than expected and as a result, has been expanded by increasing scheduling times and pick up spots. Mr. Stone asked how the level of comfort staff feel regarding returning to work affects overall productivity. Ms. Falasz-Peterson said that she has seen staff working productively and believes that while staff may feel uncomfortable at times, they are doing their best. Ms. Ellenbogen, Ms. Wener, and Mr. Seiden utilized Curbside pick up and had positive experiences. Ms. Ellenbogen asked for clarification

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on whether the library considers how our usage of plastic bags in curbside pick up affects our environment. Ms. Falasz-Peterson said we used leftover bags and moving forward we are using paper bags. Mr. Schriftman and Mr. Stone stated that the Return to Work handbook was well written. Ms. Falasz-Peterson expressed gratitude for the support. Mr. Stone asked about morale. Ms. Falasz-Peterson believes staff overall feel connected due to open and regular communication, check-ins, and department meetings. Finally, regarding the US Census, Ms. Falasz-Peterson shared that the Deerfield response rate is 80 percent compared to 60 percent nationwide.

8. OLD BUSINESS

None.

9. NEW BUSINESS

Ms. Wener requested if Virtual Board Meetings can have a start time of 5:30 pm regularly during closure. Mr. Abosch asked Ms. Falasz-Peterson if she could conduct a poll with Board Members after the meeting.

Mr. Abosch asked if staff could work on a press release regarding our increased usage of e-resources along with the virtual services.

10. OTHER

Mr. Abosch thanked Mr. Owen for hosting the virtual meeting.

11. ADJOURNMENT

At 6:26 p.m., Ms. Wener made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

The motion was approved.



Maureen Wener, Secretary