

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING MINUTES
July 15, 2020

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 5:30 p.m., virtually and by phone. 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. None were received.

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

Village: Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Esther Park, Admin Assistant

Guest: Susannah Baney Filipovic, BakerTilly

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

The library had staff members: Melissa Stoeger, Trisha Rigsby and Tom Owen on the call.

3. APPROVAL OF MINUTES

A. June 17, 2020 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the June 17, 2020 Regular Meeting minutes, seconded by Mr. Kyle Stone.

Vote: 4 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, and Kyle Stone.

1 Abstain: Howard Handler

The motion was approved.

4. TREASURER REPORT

Mr Schriftman introduced Ms. Suzannah Baney Filipovic from Baker Tilly.

C. Presentation of the 2019 Audit

Ms. Baney Filipovic from Baker Tilly presented the 2019 Library Audit. The independent auditor's report shows that library financial materials are reasonable in all aspects. Furthermore, the reports summarized increases in fund balances and IMRF liabilities. Mr. Schriftman thanked Ms. Kelly DeCorrevont and Ms. Baney Filipovic for their hard work on the audit during these uncertain times. Mr. Schriftman asked Ms. Baney Filipovic to explain the debt service obligation in further detail. Ms. Baney Filipovic also explained that there will be upcoming reporting standards to be implemented closer to the 2020 audit.

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utilize the Makerspace for virtual programming and Curbside Pickup services as well as maintaining a strong online presence. In terms of numbers and patron interest, there are roughly 2,700 materials checked out and over 2,300 holds.

Ms. Wener asked for clarification on the wording of the Library e-notifications. Ms. Falasz-Peterson shared that we are currently not charging fines, but that this topic will be revisited in August after we monitor how well items are being returned through the end of July. Ms. Ellenbogen complimented the Library's Curbside Pickup service and asked for clarification regarding the Library's process in handling patrons who reschedule or miss their appointments. Ms. Falasz-Peterson explained that there has been a low number of missed appointments. Mr. Handler asked for further clarification regarding the Library's rationale behind the appointment system for Curbside Pickup. Ms. Falasz-Peterson clarified that it is similar to a grocery pickup and that this system accommodates social distancing for our staff.

The computer lab use soft launch will help the Library determine when to begin allowing patrons to browse for materials. Ms. Wener asked if staff are trained to handle a patron who attempts to enter the building without a mask. Ms. Falasz-Peterson explained that the Library would politely ask the patron to wear a mask, but if the patron ultimately refuses, the patron would be asked to leave.

Ms. Falasz-Peterson further clarified that online services would be encouraged for patrons who for whatever reason, would be unable to wear a mask inside the building. The Library is taking a gradual approach in our reopening efforts. Ms. Falasz-Peterson explained that several rooms such as the Quiet Room would be unavailable for patron use. Ms. Ellenbogen asked the number of patrons who will be allowed into the building when browsing services begin. The Library is considering allowing between 30-40 patrons at a time. Long stays inside the Library will be discouraged by removing all seating. Ms. Ellenbogen asked if we will use a first come first serve system, or a by appointment system, for patron browsing. Right now, the Library is planning for open hours for browsing. Mr. Handler asked for clarification regarding the use of reference materials by patrons to which Ms. Falasz-Peterson replied that it should be fairly easy for patrons to access these materials. The Library will also have appropriate signage outside the building. Mr. Handler asked when patrons will be able to drop off items into the exterior book bins to which Ms. Falasz-Peterson replied that we are investigating a safe way to handle returned materials. Mr. Handler also asked if more LOT items will be allowed to be borrowed by patrons to which Ms. Falasz-Peterson explained that although LOT items are mostly unavailable, some are available for borrowing. In addition, staff continually monitor the items and research to determine which to continue to circulate. Mr. Handler asked for clarification regarding staff levels and the Library's reopening approach. Mr. Schriftman and Mr. Abosch thanked Ms. Falasz-Peterson and the staff for being flexible during these times.

Ms. Falasz Peterson shared that we are waiting for the official announcement from ALA regarding the John Cotton Dana award, and has asked staff to brainstorm ideas on how the funds would be used which will be shared with the board.

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7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Acceptance of the FY2019 Audit (ACTION)

MOTION: Mr. Schriftman made a motion to approve the Acceptance of the FY2019 Audit, seconded by Mr. Stone.

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

The motion was approved.

B. Insurance Renewal (ACTION)

Ms. Falasz-Peterson shared that the Library has received our insurance quote that shows a small increase in cost of coverage. Otherwise, the Library's coverage has remained consistent to previous years.

MOTION: Mr. Stone made a motion to approve the Insurance Renewal, seconded by Mr. Handler.

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

The motion was approved.

C. Patron Ban (ACTION)

Mr. Stone and Mr. Goldberg discussed if there is a statute of limitations on the Library in regards to the banned patron. Ms. Ellenbogen interprets the ban in such a way that the patron must make contact with the library in order to be considered for reinstatement. Mr. Abosch confirmed that that is how we interpret our policy and have done so in the past. Mr. Abosch and Mr. Goldberg agreed it is in the best interest of patrons and staff that the ban be continued. Mr. Stone stated he would prefer the ban to be removed. Mr. Schriftman also considers removal due to the fact that it would need to be revisited again. Ms. Ellenbogen expressed that the staff's level of comfort towards this patron is an important factor. Mr. Schriftman asked for clarification regarding the yearly ban process.

MOTION: Mr. Goldberg made a motion to continue the Patron Ban, seconded by Ms. Ellenbogen.

Vote: 5 Yes - Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, and Mike Goldberg
2 No -Howard Handler, and Kyle Stone.

The motion was approved.

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9. OTHER

Mr. Handler requested the Policy Committee bring forward agenda item to the whole Board from the last Committee Meeting on March 4.

10. ADJOURNMENT

At 6:51 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, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

The motion was approved.



Maureen Wener, Secretary